



THE CITY OF
HALF MOON BAY
CALIFORNIA

FISCAL YEAR

2023 - 2024

ADOPTED OPERATING BUDGET

January 23, 2023, is a day that forever changed the San Mateo Coastside community. A mass shooting occurred at Terra Garden in Half Moon Bay, California, and Concord Farms in nearby San Mateo County, California. The shooter killed seven people, critically injured one person, and caused psychological injuries and trauma to the dozens of other persons present and the Coastside community as a whole. This image is from the vigil that was held for the victims of the mass shooting. Almost 500 community members came out to support the families of the victims, and grieve together. The Coastside community continues to support the victims and their families and heal together.





Acknowledgements

City Council

Deborah Penrose, Mayor

Joaquin Jimenez, Vice Mayor

Robert Brownstone, Councilmember

Debbie Ruddock, Councilmember

Harvey Rarback, Councilmember

City Manager

Matthew Chidester

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Lisa Lopez Rossi, Administrative Services Director

Jessica Blair, Communications Director/City Clerk

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Catherine Engberg, City Attorney

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Half Moon Bay
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

City of Half Moon Bay, California



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

November 04, 2022

Date:



Government Finance Officers Association Statement

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Half Moon Bay, California, for its Annual Budget for the fiscal year beginning July 01, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

*California Society of Municipal
Finance Officers*

Certificate of Award

***Operating Budget Excellence Award
Fiscal Year 2022-2023***

Presented to the

City of Half Moon Bay

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

February 10, 2023



Scott Catlett

*Scott Catlett
2022 CSMFO President*

James Russell-Field

*James Russell-Field, Chair
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

*The items below are links and when clicked will take you to those pages. You can click the link at the bottom left to bring you back to this page.

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Executive Summary



Mural Celebrating 50th Half Moon Bay Art and Pumpkin Festival

(Artist: Julie Engelmann)



Executive Summary

EXECUTIVE SUMMARY

B

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June 20, 2023

Honorable Mayor, City Councilmembers and Community,

On behalf of City staff, it is my privilege to present the Recommended Operating Budget for Fiscal Year (FY) 2023-24. The Recommended Budget is a statement of the City's current financial position, a tool that projects future revenue and expenditures, and a work plan for communicating, implementing, and monitoring City operations, capital expenditures and Council priorities.

This past fiscal year has been a time of transition for the City of Half Moon Bay – we've transitioned from a pandemic response and recovery to working towards long-term stability and sustainability as an organization and community; we've transitioned staff leadership throughout the organization, and as a community we've transitioned from a place of innocence and isolation to experiencing significant trauma on an international stage. There is really no way to describe the first several months of 2023. From the relentless rains, wind and flooding to the tragic mass shooting incident on January 23rd, our community, staff, and resources have been tested. Each time we answered the call and proved why Half Moon Bay is such a special place to "live, work, and play".

The budget we present to you is balanced, but our financial outlook is not as strong as it has been in the past. There is significant political and economic uncertainty at the local, state and national levels, which will affect our costs and approaches to delivering services in the years ahead. This will be a year to focus on defining our core mission and values, seeking efficiencies and better practices, and ensuring that the city remains financially secure to continue serving the community for future generations. As you have observed and will see below, we have a strong team that is up to the challenge, and committed to remaining innovative, effective, and providing the highest quality services to our residents, businesses and visitors.

PRIOR YEAR ACCOMPLISHMENTS

Despite the challenges we've faced over the last several months, which brought new needs to light and added to an already heavy workload, staff maintained high levels of service across our core work areas. Additionally, staff continued to implement the Council's FY 2022-23 Priorities, making significant progress on the adopted priorities workplan. Some of our key accomplishments are summarized below:

- Submitted the draft Cycle 6 (2023-2031) Housing Element to the State Department of Housing and Community Development, following extensive public review and comment.
- Entered into a predevelopment funding agreement with Mercy Housing to develop 40 very affordable housing units on City-owned property at 555 Kelly Avenue and initiated work on a

potential 40-to-50-unit affordable housing project at 880 Stone Pine Road in collaboration with San Mateo County.

- Obtained Coastal Commission approval and certification of the City's Short-Term Rental Ordinance.
- Made significant progress on implementation of several of the Coastside Recovery Initiative's recommendations, including securing \$400,000 in philanthropic funding for a farmworker cooperative and digital equity programming, \$2.5 million in funding for a new Opportunity Center of the Coastside that will serve job seekers, small businesses, and entrepreneurs, and launched a nonprofit cohort which provided technical assistance to City grant recipients in support of a more coordinated and integrated approach to safety net services.
- Completed the draft Climate Action Plan, which included several public outreach events to engage with underrepresented groups and circulated the draft to the general public for input prior to formal adoption.
- Completed the pilot phase of the Crisis Assistance Response & Evaluation Services (CARES) mental health response program; applied for and awarded a \$150,000 grant as well as applied for an additional \$360,000 in grant assistance for the coming fiscal year.
- Initiated construction of the Carter Park Improvement Project, including securing of temporary access and permanent maintenance/operation access to the park and revision of designs to be more flood resilient.
- Conducted the November 2022 General Municipal Election for three district seats including public outreach campaigns around the new 503B district map, how to run for city council, how to vote, and hosted the first Elections Night Out event since the pandemic began.
- Initiated work on a cost allocation study and user fee analysis to ensure the city receives fair cost recovery on services provided to the public and other agencies.
- Continued work on a major upgrade and modernization of the City Corporation Yard facility at 880 Stone Pine Road.
- Conducted the first N.E.T. Citizens Academy since the pandemic began, graduating 18 new cohort members.
- Responded to the catastrophic winter storms that impacted the entire Coastside community, including 24/7 staffing of the Emergency Operations Center, coordinating multi-agency communications to ensure accurate and timely information to the public, and converting the community center into a temporary evacuation point for displaced residents.
- Responded to the tragic mass shootings including coordinating press requests, visits and press conferences with state and federal elected officials, coordinating vigil and memorial services, and a community remembrance dinner for the victims, partnered with the County and other agencies to address code violations at the two farms involved in the shooting and to establish a program for inspecting other farms to ensure farmworker safety, collaborated in intensive

case management including coordination of housing for 20 displaced families, and established the Coastside Victims Fund for survivors of the incident.

- Hosted a historic mobile visit from the Consulate of Mexico resulting in 220 residents receiving critical services.

FY 2023-24 COUNCIL PRIORITIES

Consistent with the past several years, in preparation for the upcoming budget the City Council hosted three community listening sessions, which provided the Council and staff the opportunity to listen directly to members of the community and gain additional insight into the community's priorities for the allocation of resources over the next year and beyond. Feedback was also collected through other means, including an online survey on the City's website.

The listening sessions culminated in a priority setting workshop on April 19, 2023. At this workshop, the City Council confirmed the following five broad priorities, which were carried forward from the previous year:

- Affordable Housing
- Public Health, Safety and Emergency Preparation
- Community and Climate Resilience and Sustainability
- Economic Recovery and Development
- Transportation, Circulation and Mobility

On June 6, 2023, staff presented a multi-year work plan that includes aggressive but realistic programs, projects, and tasks aligned with the five priorities. The Recommended Budget includes numerous funding allocations that will support implementation of this workplan over the coming fiscal year.

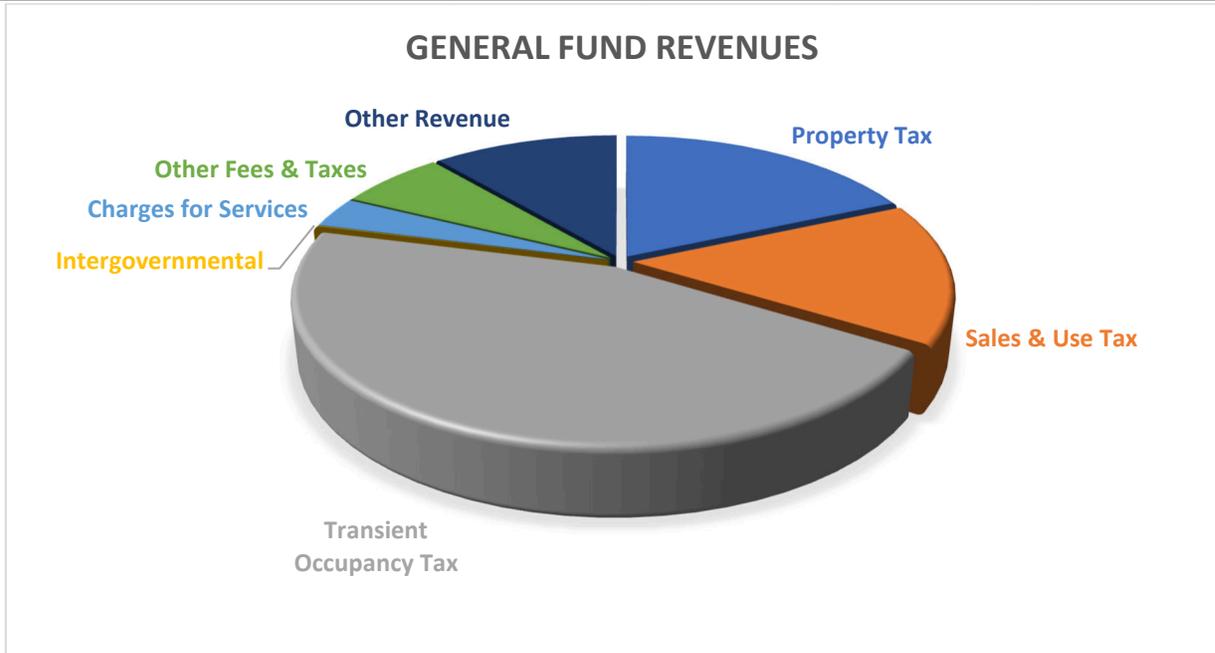
BUDGET AT A GLANCE

The City's total estimated revenue for all funds for FY 2023-24 is \$50.9 million. This amount represents an 8.6% increase from FY 2022-23. This is primarily due to an increase in special revenue funding of a \$2.5 million grant for the Opportunity Coastside Center and other grants for capital projects.

General Fund revenues are approximately 41.7% percent of total revenues, and the primary three sources of General Fund revenues are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), as seen on the pie chart below. As economic activity is expected to stagnate, these primary three sources are expected to decrease by approximately 1% from FY 2022-23. These projections are based on staff analysis of local conditions and reflect information received from several sources, including the City's Sales and Transient Occupancy Tax consultants. The total decrease of general fund revenues from the

year prior is 8%, mostly due to the discontinuance of ARPA funding received from the Federal Government in the past two years.

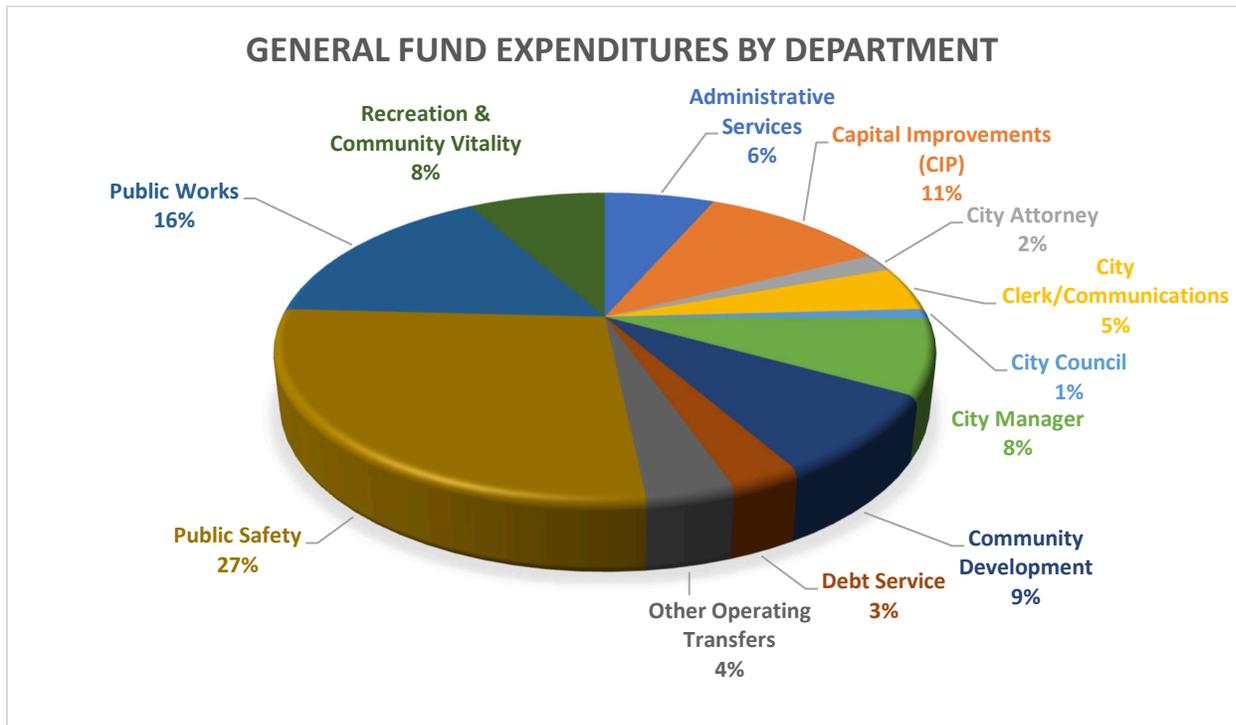
Revenues and Transfers All Funds				
Fund Name	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
General Fund	16,601,802	24,534,744	23,075,847	21,259,541
Enterprise Funds	5,872,894	6,689,682	8,936,201	7,740,674
Special Revenue and Capital Projects	13,802,035	7,066,213	12,410,947	19,651,512
Internal Service Funds	1,933,311	2,282,530	2,459,447	2,284,008
Debt Service	337	(180)	-	100
Grand Totals	38,210,378	40,572,988	46,882,441	50,935,836



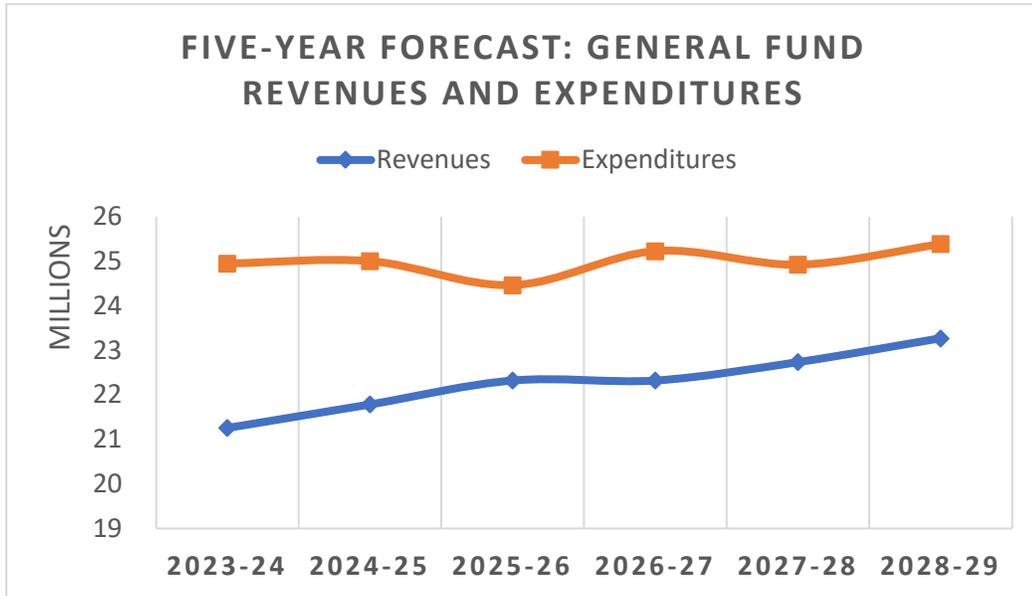
The City's total proposed budget expenditures for FY 2023-24 are \$63.4 million, which represents an 11.2% increase over FY 2022-23. This increase is primarily due to increased spending with special revenue funds and capital projects. Capital improvements are approximately 33% of total expenditures, or \$20.8 million. The General Fund accounts for 39% of the budget, and of these expenditures, the largest departmental budget is for public safety, as shown in the pie chart on the following page.



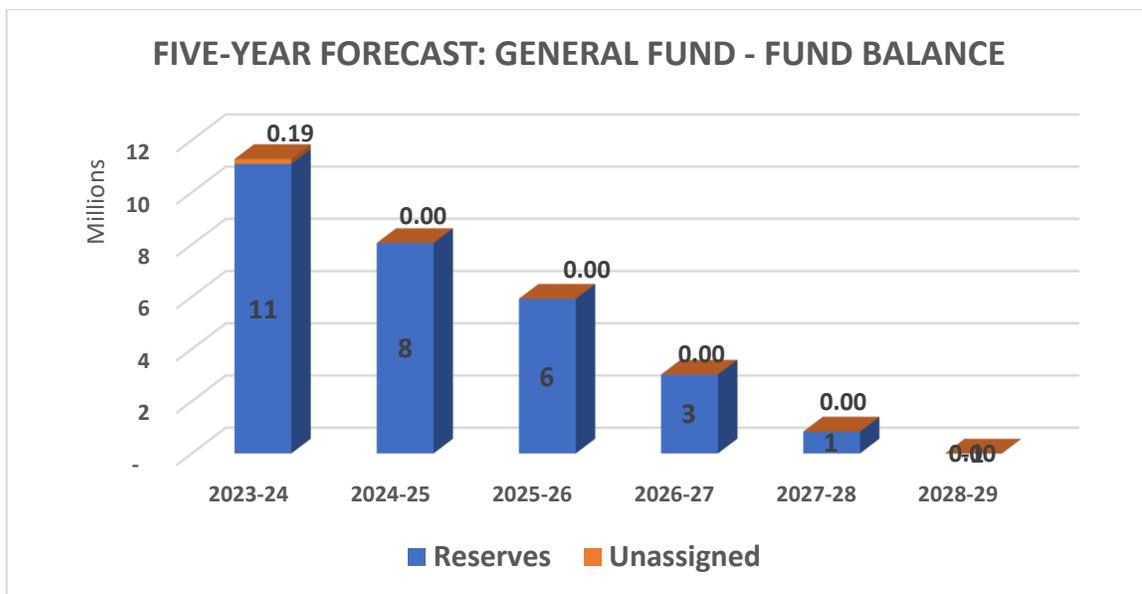
Expenditures and Transfers All Funds				
Fund Name	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
General Fund	16,096,447	20,089,107	23,697,444	24,946,173
Enterprise Funds	7,051,945	8,722,888	11,061,171	9,742,851
Special Revenue and Capital Projects	10,053,726	6,378,523	19,548,427	26,051,403
Internal Service Funds	1,807,936	2,056,699	2,698,806	2,677,608
Debt Service	30,000	-	-	-
Grand Totals	35,040,054	37,247,216	57,005,848	63,418,036



Based on conservative staff assumptions, known future costs, and historical information, we've prepared a five-year forecast for general fund revenues and expenditures. Forecasts are generally used to anticipate any significant fiscal issues in future years. The chart below shows revenues and expenditures during the upcoming five-year period.



Based on the forecast, expenditures will likely exceed revenues in future years, resulting in deficits. If so, these deficits would need to be mitigated by either using unassigned fund balances (savings from the prior year), reserves, making cuts to expenditures, and/or increasing revenues. The chart below details the city's reserve balances during the same five-year period, including decreasing balances if mitigation of the deficit isn't addressed through other means.



BUDGETARY HIGHLIGHTS/SIGNIFICANT CHANGES

- The law enforcement contract with the County Sheriff is estimated to increase by approximately \$1.5 million, which is 35% more than FY 2022-23. This increase is the result of the County's effort to better recover the costs of its contract services to cities and should stabilize following this fiscal year. Staff are working with the Sheriff to minimize impacts on the City's budget and will return to the Council with more details during the first quarter of FY 2023-24.
- The 911 dispatch contract with the County Department of Public Safety Communications is increasing by \$498,000, which almost triples the cost from FY 2022-23. This increase is due to the same changes at the County and should stabilize following this fiscal year.
- The CARES program is fully funded for FY 2023-24, with \$150,000 from an awarded BHJIS grant and \$360,000 in General Funds, which we hope to backfill from the State's new CRISIS grant program, which will be awarded in August.
- The Community Services Financial Assistance Grant Program continues at the previous year's \$300,000 allocation, as well as continues the cohort approach in response to CRI recommendations.
- \$2.7 million from the General Fund has been allocated to capital improvements. This is a \$1.4 million decrease from the FY 2022-23 Adopted Budget, reflects the actual work the City anticipates completing this fiscal year, and is focused on ongoing projects, critical work related to traffic, transportation and economic development, and grant funded projects that require a local match.
- Staff levels will remain materially unchanged in this fiscal year – with some positions changing to adapt to the needs of the community, but no significant impact to position counts or costs.
- The Reserve Policy establishes an Operating Reserve at 30% of annual General Fund expenditures, and a Reserve for Economic Uncertainty at 20% of annual General Fund Expenditures. With the approval of this budget, these reserves will remain fully funded at 50% of General Fund operating expenditures. The two reserves are estimated to total \$11.1 million, which is a \$1.2 million increase over FY 2022-23.

CAPITAL IMPROVEMENT PROGRAM

The Five-Year Capital Improvement Program (CIP) has been updated along with preparation of the operating budget. The CIP document, which is presented separately, is an important element of the City's budget as it guides the City's infrastructure and facilities work for current and future efforts to enhance the quality of life and experience of the community. The development of the CIP has also utilized an iterative process. The City Council has seen this plan several times and has offered input

and feedback at each stage, consistently providing guidance with an emphasis on investing in the community through capital improvements.

CONCLUSION

The FY 2023-24 Recommended Budget is a balanced budget that reflects the core services of the City, priorities of the City Council, and needs of the community. This balanced budget is possible due to prudent fiscal policies over the last several years, but fund balances and reserves will not be enough to sustain the City in the future unless revenues increase, or services and expenditures are decreased. A key priority for staff and the Council in the coming fiscal year will be to identify strategies to balance the budget for the future, including additional sources of ongoing revenue, increased pursuit of grants and philanthropic support for community projects and programs, and finding new efficiencies and cutting costs wherever possible. These are all important practices for any organization, but especially now for the City of Half Moon Bay.

For more detailed information than what is stated here, the reader is encouraged to start with the Budget Overview. Departmental budgets follow and are clearly tabbed for ease of finding specific costs and services for each department.

I am pleased to report that the City's FY 2022-23 Budget received the Excellence Award from the Government Finance Officers Association. This award is presented to cities whose budget documents meet program criteria as a policy document, operational guide, financial plan, and communication device. We believe the FY 2023-24 budget will continue to meet the criteria for this award.

Development of the budget must be completed in a very compressed timeline and is a substantial amount of work for the entire organization. I want to acknowledge Council's leadership, the department directors and their staff, but especially thank the dedicated budget team who completed this document, which includes Lisa Lopez Rossi, Kenneth Stiles, Bryan Lopez, Raymond Cruz, and Carol Kim.

Respectfully submitted,



Matthew Chidester
City Manager

20 de junio de 2023

Honorable Alcalde, Concejales y Comunidad,

En nombre del personal de la ciudad, tengo el privilegio de presentar el presupuesto operativo recomendado para el año fiscal (AF) 2023-24. El Presupuesto Recomendado es una declaración de la posición financiera actual de la Ciudad, una herramienta que proyecta futuros ingresos y gastos, y un plan de trabajo para comunicar, implementar y monitorear las operaciones de la Ciudad, los gastos de capital y las prioridades del Concejo.

El último año fiscal ha sido un momento de transición para la ciudad de Half Moon Bay: hemos pasado de una respuesta y recuperación pandémica a trabajar hacia la estabilidad y sostenibilidad a largo plazo como organización y comunidad; hemos hecho la transición del liderazgo del personal en toda la organización; y como comunidad hemos pasado de un lugar de inocencia y aislamiento a experimentar un trauma significativo en un escenario internacional. Realmente no hay forma de describir los primeros meses de 2023. Desde las incesantes lluvias, el viento y las inundaciones hasta el trágico tiroteo masivo del 23 de enero, nuestra comunidad, personal y recursos han sido puestos a prueba. Cada vez respondimos a la llamada y demostramos por qué Half Moon Bay es un lugar tan especial para "vivir, trabajar y jugar".

El presupuesto que les presentamos está equilibrado, pero nuestra perspectiva financiera no es tan sólida como lo ha sido en el pasado. Existe una gran incertidumbre política y económica a nivel local, estatal y nacional, lo que afectará nuestros costos y enfoques para la prestación de servicios en los próximos años. Este será un año para enfocarnos en definir nuestra misión y valores centrales, buscando eficiencias y mejores prácticas, y asegurando que la ciudad permanezca financieramente segura para continuar sirviendo a la comunidad para las generaciones futuras. Como han observado y verán a continuación, contamos con un equipo sólido que está a la altura del desafío y comprometido a seguir siendo innovador, eficaz y brindar servicios de la más alta calidad a nuestros residentes, empresas y visitantes.

LOGROS DEL AÑO ANTERIOR

A pesar de los desafíos que hemos enfrentado en los últimos meses, que sacaron a la luz nuevas necesidades y se sumaron a una carga de trabajo ya pesada, el personal mantuvo altos niveles de servicio en nuestras áreas de trabajo principales. Además, el personal continuó implementando las prioridades del consejo para el año fiscal 2022-23, logrando un progreso significativo en el plan de trabajo de prioridades adoptado. Algunos de nuestros principales logros se resumen a continuación:

- Presentó el borrador del Elemento de Vivienda del Ciclo 6 (2023-2031) al Departamento de Vivienda y Desarrollo Comunitario del Estado, luego de una extensa revisión y comentarios públicos.
- Celebramos un acuerdo de financiamiento previo al desarrollo con Mercy Housing para desarrollar 40 unidades de vivienda muy asequibles en propiedad de la Ciudad en 555 Kelly Avenue e iniciamos el trabajo en un posible proyecto de vivienda asequible de 40 a 50 unidades en 880 Stone Pine Road en colaboración con Condado de San Mateo.
- Obtuvo la aprobación y certificación de la Comisión Costera de la Ordenanza de Alquiler a Corto Plazo de la Ciudad.
- Hizo un progreso significativo en la implementación de varias de las recomendaciones de la Iniciativa de Recuperación Costera, incluida la obtención de \$ 400,000 en fondos filantrópicos para una cooperativa de trabajadores agrícolas y programas de equidad digital, \$ 2.5 millones en fondos para un nuevo Centro de Oportunidades de Coastside que atenderá a quienes buscan trabajo, pequeñas empresas, y empresarios, y lanzó una cohorte para organizaciones sin fines de lucro que brindó asistencia técnica a los beneficiarios de subvenciones de la ciudad en apoyo de un enfoque más coordinado e integrado de los servicios de la red de seguridad.
- Completó el borrador del Plan de Acción Climática, que incluyó varios eventos de divulgación pública para involucrar a los grupos subrepresentados y distribuyó el borrador al público en general para recibir comentarios antes de la adopción formal.
- Completó la fase piloto del programa de respuesta de salud mental de los Servicios de Evaluación y Respuesta de Asistencia en Crisis (CARES); solicitó y recibió una subvención de \$ 150,000 y solicitó \$ 360,000 adicionales en asistencia de subvención para el próximo año fiscal.
- Se inició la construcción del Proyecto de Mejoramiento del Parque Carter, lo que incluye asegurar el acceso temporal y el acceso permanente de mantenimiento/operación al parque y la revisión de los diseños para que sean más resistentes a las inundaciones.
- Realizó las Elecciones Municipales Generales de noviembre de 2022 para tres puestos de distrito, incluidas campañas de divulgación pública sobre el nuevo mapa del distrito 503B , cómo postularse para el concejo municipal, cómo votar y organizó el primer evento de Noche de Elecciones desde que comenzó la pandemia.
- Se inició el trabajo en un estudio de asignación de costos y un análisis de tarifas de usuario para garantizar que la ciudad reciba una recuperación justa de los costos de los servicios prestados al público y otras agencias.



- Continuó el trabajo en una importante actualización y modernización de las instalaciones del Espacio Corporativo de la Ciudad en 880 Stone Pine Road.
- Realizó la primera Academia de Ciudadanos NET desde que comenzó la pandemia, graduando a 18 nuevos miembros de la cohorte.
- Respondió a las catastróficas tormentas invernales que afectaron a toda la comunidad de la Costa, incluida la dotación de personal del Centro de Operaciones de Emergencia las 24 horas del día, los 7 días de la semana, la coordinación de las comunicaciones entre varias agencias para garantizar información precisa y oportuna al público, y la conversión del centro comunitario en un punto de evacuación temporal para residentes desplazados.
- Respondió a los trágicos tiroteos masivos, incluida la coordinación de solicitudes de prensa, visitas y conferencias de prensa con funcionarios electos estatales y federales, la coordinación de vigilias y servicios conmemorativos, y una cena comunitaria en recuerdo de las víctimas, se asoció con el Condado y otras agencias para abordar las violaciones del código en el dos granjas involucradas en el tiroteo y establecer un programa para inspeccionar otras granjas para garantizar la seguridad de los trabajadores agrícolas, colaboró en la gestión intensiva de casos, incluida la coordinación de viviendas para 20 familias desplazadas, y estableció el Fondo de Víctimas Costeras para los sobrevivientes del incidente.
- Organizó una visita móvil histórica del Consulado de México que resultó en que 220 residentes recibieran servicios críticos.

PRIORIDADES DEL CONSEJO PARA EL AF 2023-24

De acuerdo con los últimos años, en preparación para el próximo presupuesto, el Concejo Municipal organizó tres sesiones para escuchar a la comunidad, lo que brindó al Concejo y al personal la oportunidad de escuchar directamente a los miembros de la comunidad y obtener información adicional sobre las prioridades de la comunidad para la asignación de recursos durante el próximo año y más allá. También se recopilaron comentarios a través de otros medios, incluida una encuesta en línea en el sitio web de la Ciudad.

Las sesiones de escucha culminaron en un taller de establecimiento de prioridades el 19 de abril de 2023. En este taller, el Concejo Municipal confirmó las siguientes cinco prioridades generales, que se trasladaron desde el año anterior:

- Vivienda asequible
 - Salud pública, seguridad y preparación para emergencias
 - Resiliencia y sostenibilidad de la comunidad y el clima
-

- Recuperación económica y desarrollo
- Transporte, Circulación y Movilidad

El 6 de junio de 2023, el personal presentó un plan de trabajo plurianual que incluye programas, proyectos y tareas agresivos pero realistas alineados con las cinco prioridades. El presupuesto recomendado incluye numerosas asignaciones de fondos que respaldarán la implementación de este plan de trabajo durante el próximo año fiscal.

PRESUPUESTO DE UN VISTAZO

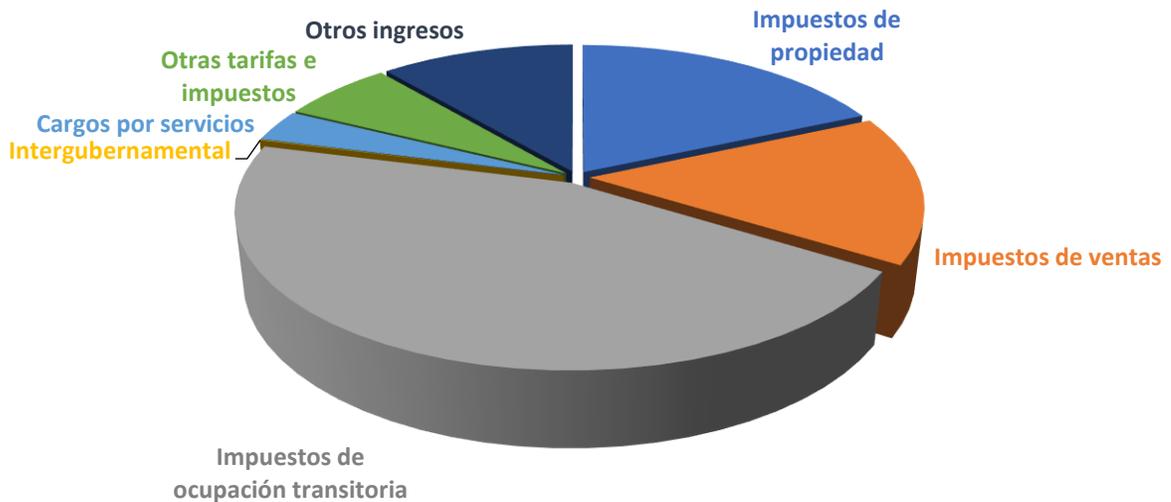
Los ingresos totales estimados de la ciudad para todos los fondos para el año fiscal 2023-24 son de \$50,9 millones. Esta cantidad representa un aumento del 8,6 % con respecto al año fiscal 2022-23. Esto se debe principalmente a un aumento en la financiación de ingresos especiales de una subvención de \$2,5 millones para el Centro Costero de Oportunidad y otras subvenciones para proyectos de capital.

Los ingresos del Fondo General son aproximadamente el 41,7% por ciento de los ingresos totales, y las tres fuentes principales de ingresos del Fondo General son el impuesto sobre la propiedad, el impuesto sobre las ventas y el impuesto sobre la ocupación transitoria (TOT), como se ve en el siguiente gráfico circular. Como se espera que la actividad económica se estanque, se espera que estas tres fuentes principales disminuyan aproximadamente un 1 % a partir del año fiscal 2022-23. Las proyecciones se basan en el análisis del personal de las condiciones locales y reflejan la información recibida de varias fuentes, incluidos los asesores de impuestos sobre las ventas y la ocupación transitoria de la ciudad. La disminución total de los ingresos del fondo general con respecto al año anterior es del 8 %, principalmente debido a la interrupción de los fondos ARPA recibidos del Gobierno Federal en los últimos dos años.

Ingresos y tranferencia de todos los fondos				
Nombre Del Fondo	Actual 2020-21	Actual 2021-22	Revisado 2022-23	Recomendado 2023-24
Fondo General	16,601,802	24,534,744	23,075,847	21,259,541
Fondos Empresariales	5,872,894	6,689,682	8,936,201	7,740,674
Fondos de ingresos especiales y de proyectos de capital	13,802,035	7,066,213	12,410,947	19,651,512
Fondos de servicio interno	1,933,311	2,282,530	2,459,447	2,284,008
Servicio de deudas	337	(180)	-	100
Gran Total	38,210,378	40,572,988	46,882,441	50,935,836



INGRESOS DEL FONDO GENERAL

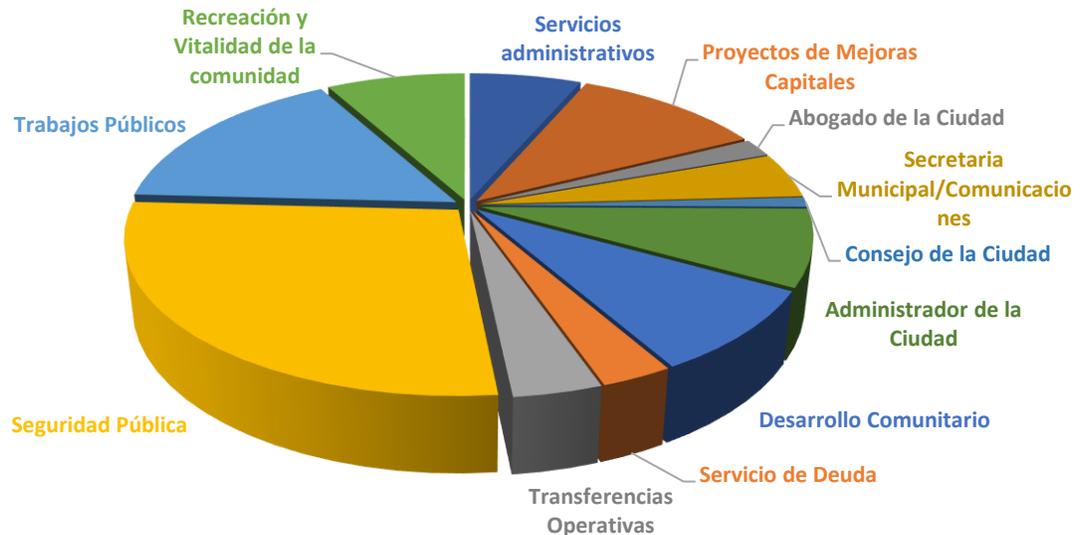


Los gastos presupuestarios propuestos totales de la Ciudad para el año fiscal 2023-24 son de \$63,4 millones, lo que representa un aumento del 11,2 % con respecto al año fiscal 2022-23. Este aumento se debe principalmente a un mayor gasto con fondos de ingresos especiales y proyectos de capital. Las mejoras de capital representan aproximadamente el 33% de los gastos totales, o \$20,8 millones. El Fondo General representa el 39% del presupuesto, y de estos gastos, el presupuesto departamental más grande es para seguridad pública, como se muestra en el gráfico circular de la página siguiente.

Gastos y transferencias de todos los fondos				
Nombre Del Fondo	Actual 2020-21	Actual 2021-22	Revisado 2022-23	Recomendado 2023-24
Fondo general	16,096,447	20,089,107	23,697,444	24,946,173
Fondos empresariales	7,051,945	8,722,888	11,061,171	9,742,851
Fondos de ingresos especiales y de proyectos de capital	10,053,726	6,378,523	19,548,427	26,051,403
Fondos de servicio interno	1,807,936	2,056,699	2,698,806	2,677,608
Servicio de deudas	30,000	-	-	-
Gran Total	35,040,054	37,247,216	57,005,848	63,418,036

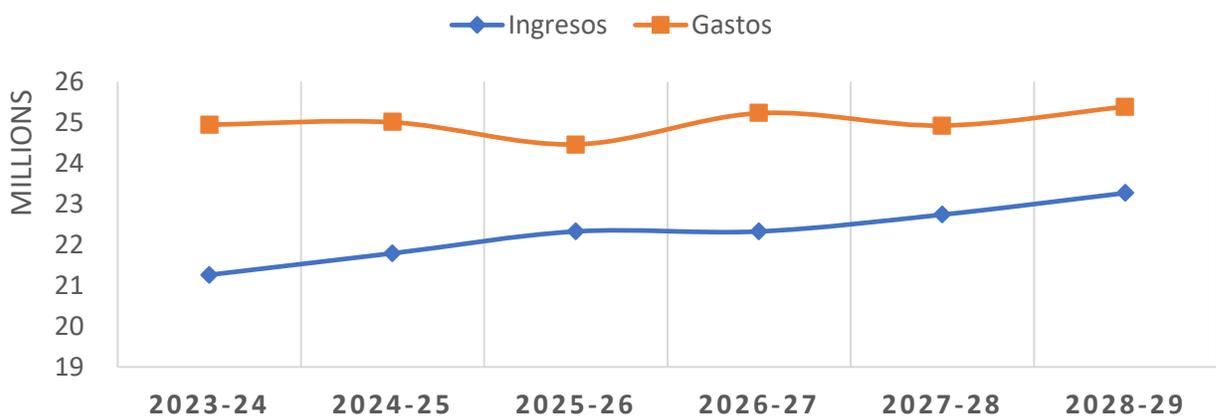


GASTOS DEL FONDO GENERAL POR DEPARTAMENTO



Con base en suposiciones conservadoras del personal, costos futuros conocidos e información histórica, hemos preparado un pronóstico de cinco años para los ingresos y gastos del fondo general. Los pronósticos generalmente se utilizan para anticipar cualquier problema fiscal importante en años futuros. El siguiente cuadro muestra los ingresos y gastos durante el próximo período de cinco años.

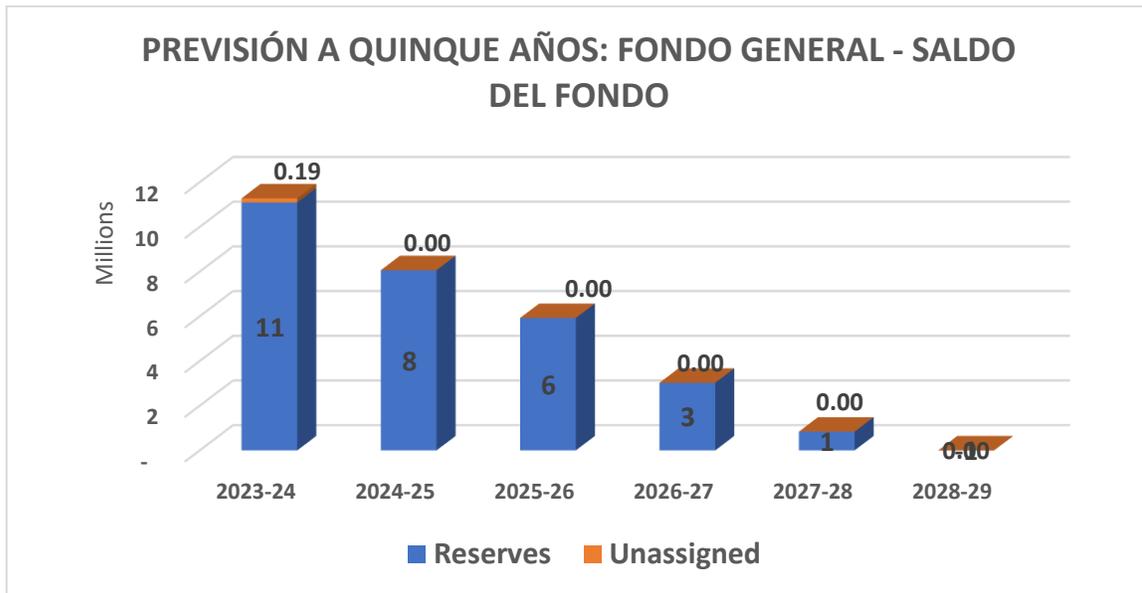
PRONÓSTICO DE CINCO AÑOS DEL FONDO GENERAL



Según el pronóstico, es probable que los gastos superen los ingresos en los próximos años, lo que generará déficits. De ser así, estos déficits deberían mitigarse utilizando saldos de fondos no asignados (ahorros del año anterior), reservas, recortando gastos y/o aumentando los ingresos. El



siguiente cuadro detalla los saldos de reserva de la ciudad durante el mismo período de cinco años, incluidos los saldos decrecientes si la mitigación del déficit no se aborda por otros medios.



ASPECTOS PRESUPUESTARIOS DESTACADOS/CAMBIOS SIGNIFICATIVOS

- Se estima que el contrato de aplicación de la ley con el alguacil del condado aumentará en aproximadamente \$1.5 millones, que es un 35 % más que el año fiscal 2022-23. Este aumento es el resultado del esfuerzo del Condado para recuperar mejor los costos de sus servicios contratados a las ciudades y debería estabilizarse después de este año fiscal. El personal está trabajando con el Sheriff para minimizar los impactos en el presupuesto de la Ciudad y regresará al Concejo con más detalles durante el primer trimestre del año fiscal 2023-24.
- El contrato de despacho del 911 con el Departamento de Comunicaciones de Seguridad Pública del Condado está aumentando en \$498,000, lo que casi triplica el costo del año fiscal 2022-23. Este aumento se debe a los mismos cambios en el Condado y debería estabilizarse después de este año fiscal.
- El programa CARES está completamente financiado para el año fiscal 2023-24, con \$150,000 de una subvención otorgada por BHJIS y \$360,000 en fondos generales, que esperamos reponer del nuevo programa estatal de subvenciones CRISIS, que se otorgará en agosto.

- El Programa de Subsidios de Asistencia Financiera para Servicios Comunitarios continúa con la asignación de \$300,000 del año anterior, y continúa con el enfoque de cohorte en respuesta a las recomendaciones de CRI.
- Se han asignado \$2.7 millones del Fondo General a mejoras de capital. Esta es una disminución de \$1.4 millones del presupuesto aprobado para el año fiscal 2022-23, refleja el trabajo real que la Ciudad anticipa completar este año fiscal y se enfoca en proyectos en curso, trabajo crítico relacionado con el tráfico, el transporte y el desarrollo económico, y proyectos financiados por subvenciones que requieren una coincidencia local.
- Los niveles de personal permanecerán materialmente sin cambios en este año fiscal, con algunos puestos cambiando para adaptarse a las necesidades de la comunidad, pero sin un impacto significativo en el número de puestos o los costos.
- La Política de Reserva establece una Reserva Operativa del 30% de los gastos anuales del Fondo General y una Reserva para Incertidumbre Económica del 20% de los gastos anuales del Fondo General. Con la aprobación de este presupuesto, estas reservas permanecerán totalmente financiadas al 50% de los gastos operativos del Fondo General. Se estima que las dos reservas suman un total de \$11,1 millones, lo que representa un aumento de \$1,2 millones con respecto al año fiscal 2022-23.

PROGRAMA DE MEJORA DE CAPITAL

El Programa de Mejoras Capitales de Cinco Años (CIP) ha sido actualizado junto con la preparación del presupuesto operativo. El documento CIP, que se presenta por separado, es un elemento importante del presupuesto de la Ciudad ya que guía el trabajo de infraestructura e instalaciones de la Ciudad para los esfuerzos actuales y futuros para mejorar la calidad de vida y la experiencia de la comunidad. El desarrollo del CIP también ha utilizado un proceso iterativo. El Concejo Municipal ha visto este plan varias veces y ha ofrecido aportes y comentarios en cada etapa, brindando orientación constantemente con énfasis en invertir en la comunidad a través de mejoras de capital.

CONCLUSIÓN

El presupuesto recomendado para el año fiscal 2023-24 es un presupuesto equilibrado que refleja los servicios básicos de la Ciudad, las prioridades del Concejo Municipal y las necesidades de la comunidad. Este presupuesto equilibrado es posible gracias a las políticas fiscales prudentes de los últimos años, pero los saldos de fondos y las reservas no serán suficientes para sostener a la Ciudad en el futuro a menos que aumenten los ingresos o disminuyan los servicios y los gastos. Una prioridad clave para personal y el Concejo en el próximo año fiscal será identificar estrategias para equilibrar el presupuesto para el futuro, incluidas fuentes adicionales de ingresos continuos, mayor búsqueda de subvenciones y apoyo filantrópico para proyectos y programas comunitarios, y

encontrar nuevas eficiencias y reducir costos donde sea posible. Todas estas son prácticas importantes para cualquier organización, pero especialmente ahora para la Ciudad de Half Moon Bay.

Para obtener información más detallada que la que se indica aquí, se recomienda al lector que comience con el Resumen del presupuesto. Los presupuestos departamentales siguen y están claramente tabulados para facilitar la búsqueda de costos y servicios específicos para cada departamento.

Me complace informar que el presupuesto de la ciudad para el año fiscal 2022-23 recibió el Premio a la Excelencia de la Asociación de Oficiales de Finanzas del Gobierno. Este premio se entrega a las ciudades cuyos documentos presupuestarios cumplen con los criterios del programa como documento de política, guía operativa, plan financiero y dispositivo de comunicación. Creemos que el presupuesto del año fiscal 2023-24 seguirá cumpliendo con los criterios para este premio.

El desarrollo del presupuesto debe completarse en un cronograma muy reducido y es una cantidad sustancial de trabajo para toda la organización. Quiero reconocer el liderazgo del Concejo, los directores de departamento y su personal, pero especialmente agradecer al dedicado equipo de presupuesto que completó este documento, que incluye a Lisa Lopez Rossi, Kenneth Stiles, Bryan Lopez, Raymond Cruz y Carol Kim.

Respetuosamente,



Matthew Chidester
Administrador de la ciudad

RESOLUTION No. C-2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
ADOPTING THE FISCAL YEAR 2023-2024 ANNUAL OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Council of the City of Half Moon Bay has received and completed its review of the proposed FY 2023-24 Operating and Capital Improvement Program Budgets during the budget hearing held on June 6, 2023 and gave general direction on the recommendations contained therein during a public meeting; and

WHEREAS, the City Council of the City of Half Moon Bay has held a public hearing on June 6, 2023 for consideration of adoption of the proposed FY 2023-24 Operating and Capital Budget; and

WHEREAS, the proposed budget was prepared in accordance with the financial policies of the City; and

WHEREAS, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2023-24; and

WHEREAS, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on June 13, 2023, and determined that the Five-Year Capital Improvement Plan is consistent with the City's General Plan; and

WHEREAS, the City of Half Moon Bay now desires to adopt the 2023-24 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for FY 2023-24;

NOW THEREFORE, the City Council of the City of Half Moon Bay does hereby resolve as follows:

1. The City Council does hereby approve and adopt the City's budget of \$63,418,036, including CIP allocation of \$20,845,566, for fiscal year 2023-24 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$24,946,173 is set forth within the Fiscal Year 2023-24 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$50,935,836 for fiscal year 2023-24 and General Fund revenues of \$21,259,541 is set forth within the Fiscal Year 2023-24 Budget.
3. The amount of the 2023-24 Fiscal Year Budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Sections 37208 and 37209.
4. The City Manager is hereby authorized to prepare an administrative budget document which further specifies the accounts for the expenditure of appropriations approved by the City Council and set forth in GANN Appropriation Limit Calculation section. The City Manager shall provide the Council with copies of this budget.

5. A copy of the adopted budget, signed by the Mayor and attested to by the City Clerk, shall be kept on file with the City Clerk of the City of Half Moon Bay, as the official budget of the City of Half Moon Bay for the 2023-24 fiscal year.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of June, 2023 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Deborah Penrose, Mayor



City of Half Moon Bay City Council



Mayor
Deborah Penrose



Vice Mayor
Joaquin Jimenez



Council Member
Robert Brownstone



Council Member
Debbie Ruddock



Council Member
Harvey Rarback



Strategic Plan Elements & Initiatives

The following Strategic Elements are high-level objectives that provide a long-range vision for the City’s future and a consistent focus for the City’s services.

- **Infrastructure and Environment**
- **Healthy Communities and Public Safety**
- **Fiscal Sustainability**
- **Inclusive Governance**

Based on the Strategic Elements, the City Council has adopted Strategic Initiatives. These initiatives are intended to help guide the City’s actions and work plans as well as focus efforts on addressing the City’s identified priorities.

Strategic Element: Infrastructure and Environment	Strategic Element: Healthy Communities and Public Safety
<p>Initiatives:</p> <ul style="list-style-type: none"> • Preserve, upgrade, and maintain existing City infrastructure to manage and make progress on the backlog created as a result of deferred maintenance. • Maintain functional and effective usage of City facilities; Sustain efforts to maintain the City as clean, inviting, accessible, and aesthetically pleasing throughout all segments of the community. • Continue to build and enhance a more sustainable and resilient community by incorporating green and sustainable infrastructure projects and environmental conservation. • Utilize technology to maximize efficiency and productivity for improved City operations. 	<p>Initiatives:</p> <ul style="list-style-type: none"> • Foster opportunities for affordable housing for very low, low, moderate, and above moderate-income households, including entry-level housing, shared housing, etc. • Enhance safety for pedestrians, bicyclists, and motorists through a “complete streets” approach. • Promote the health and well-being of children, youth, families, and adults of all ages and abilities. • Promote a sustainable, comprehensive, and forward looking environmentally/green conscious community. • Prepare City staff and community members for inevitable natural disasters and other emergencies. • Provide comprehensive and innovative law enforcement services to reduce crime and the fear of crime; Inform and educate the community about crime prevention and awareness.

<p>Strategic Element: Fiscal Sustainability</p>	<p>Strategic Element: Inclusive Governance</p>
<p>Initiatives:</p> <ul style="list-style-type: none"> • Practice sound and responsible financial management while providing fiscally sustainable government services that address the community’s needs. • Support and sustain a business environment that contributes to economic prosperity and revenue generation and improves the community’s economic well-being. • Promote a balanced economic development approach that retains, attracts, and supports businesses Citywide for a strong, stable, complementary, and diverse business environment, including tourism, coastal resources, conservation, and farmland cultivation. 	<p>Initiatives:</p> <ul style="list-style-type: none"> • Manage the operations of the City as an engaged, collaborative, and responsive team of professionals who provide services in an effective, accountable, and inclusive manner. • Emphasize a high level of community engagement through public outreach and building mutually beneficial, innovative, collaborative community partnerships throughout the City. • Provide organizational development that invests in staff leadership skills development and other human resources, to attract, develop, support, and retain a highly qualified, valued, and diverse municipal workforce. • Maintain accuracy, consistency, and frequency in the City’s public communications, and increase Half Moon Bay’s efforts to build credibility and mutual trust with the community. • Provide and manage a repository of City records that is easily accessible to the general public. • Promote diversity by improving knowledge of and accessibility to City services among the Latino community with an emphasis on bilingual access and inclusiveness and civic participation. • Continue and enhance transparency and accountability with community members, providing easy access to information, helpful and informed staff, and meaningful opportunities to participate in the City’s decision-making processes and other municipal and community activities.

About Half Moon Bay

“Live, Work, Play”



Location and Setting

Half Moon Bay sits on the Pacific Coast between forested hills and some of the most beautiful coastlines of California. It is located approximately 25 miles south of San Francisco and an easy 45-minute drive from almost anywhere in the Bay Area, within the western portion of San Mateo County. Half Moon Bay’s climate is usually mild throughout the year.

Half Moon Bay is considered a rural coastal community and is home to approximately 12,806 people. Featuring the best of Northern

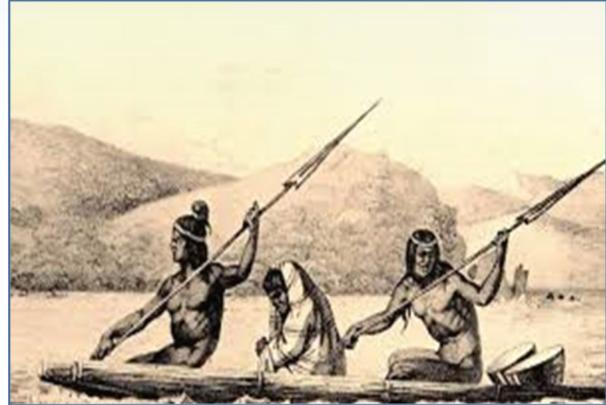
California all in one place, visitors to Half Moon Bay enjoy miles of white sandy beaches, redwood forests, a historic downtown filled with local artisan shops, beautiful state parks, fields of wildflowers, and breathtaking trails along ocean bluffs and green rolling hills as far as the eye can see.

History

The original inhabitants of Half Moon Bay were members of the Costanoan Rumsen Ohlone Tribe, one of eight bands of an indigenous group affiliated with Ohlone and/or Costanoan. Evidence of human dwelling and daily life surface throughout San Mateo County, including Half Moon Bay’s Pilarcitos Creek.



The ocean and land provided adequately for its earliest residents in terms of sustenance and trade. In addition to members of the Rumsen Tribe, Spanish explorers and Mexican cowboys lived or passed through this Coastside. The beautiful coast, accessible ports, proximity to San Francisco, and the availability of land grants to early Mexican settlers in the 1840's were all factors in attracting a new wave of people to the Half Moon Bay area.



Governor Juan B. Alvarado gave a 4,424-acre Mexican land grant to a soldier, Juan Jose Candelario Miramontes, in 1841. This land was known as Rancho Miramontes, which eventually transitioned into today's Downtown Main Street. The Main Street Bridge over Pilarcitos Creek was the entrance to the Miramontes Ranch. A Spanish immigrant named Estanislao Zaballa married into the family. He and other business prospectors brought a commercial flavor by opening some of Half Moon Bay's first businesses, such as saloons, rooming houses, and blacksmith shops. Named San Benito in the 1840's, and later Spanishtown, Half Moon Bay received its current name in 1874 and is the oldest settlement in San Mateo County.



Settlers such as James and Petra Johnston, the original owners of the majestic 'White House of Half Moon Bay, saw potential and aspirations for cattle grazing and raising a family. James' Scottish heritage and Petra's Hispanic background, in addition to the Portuguese, Italian, Mexican, and

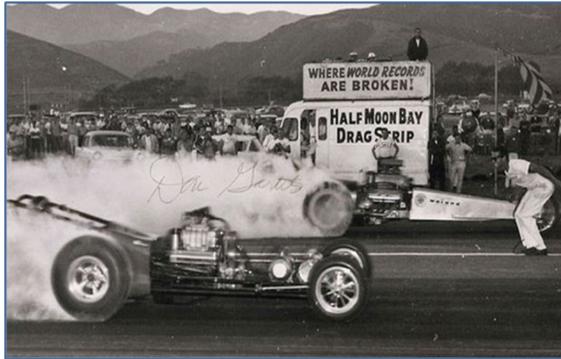
Spanish influences on the coast, demonstrate the distinct mix of ideas, traditions, occupations, and cultures that defined the area's character and identity.

In 1907, the Ocean Shore Railway was constructed along the shoreline from San Francisco to Tunitas Glen, just south of present-day Half Moon Bay. Due to financial problems and the increasing popularity of the horseless carriage, the railroad ceased operation in 1920.

The coast provided an ideal setting for "rum running" during Prohibition Era (1920 – 1933) because of its unique setting among the hidden ocean coves and thick fog. The City was small and isolated, yet close enough to access San Francisco by car. During this era, the Ocean Beach Hotel (presently Miramar Beach Restaurant) and other stops along the coast were raided numerous times for illegal liquor, gambling, and prostitution.



In 1942, the California State Highway Department constructed the Half Moon Bay Airport. Originally known as the Half Moon Bay Flight Strip, it was used during WWII by the U.S. Army and eventually turned over to the U.S. Navy at the conclusion of the war.



In 1947, San Mateo County acquired the airport, and ten years later, drag racing took it over. The Half Moon Bay Dragstrip quickly became one of the nation's premier tracks. Half Moon Bay played host to every big name the sport had to offer during the 1950's and 1960's. Presently, the airport hosts the annual Pacific Coast Dream Machines show which features magnificent driving, flying, and working machines from the 20th and 21st centuries.

At any given time, the airport houses approximately 80 aircraft and is self-funded through airport user and business fees.

The City of Half Moon Bay was incorporated in 1959. It has many reminders of its early beginnings in the mid-nineteenth century as an agricultural town. Fields of flowers, artichokes, brussels sprouts, Christmas trees, pumpkins, and other crops blanket the pastoral landscape in and around town.



The City's location on the coast attracted hopeful business prospectors from many industries, including fishermen and farmers. The American dream was reflected in these industrious individuals and their families whose ethnicities, aspirations, and languages converged to create a unique coastal community.

Culture, Recreation, and Local Attractions

The City and Coastside are an agricultural, fishing, recreation, and tourism destination. The local and surrounding agricultural community hosts a Saturday farmers' market, and many rural roadside stands sell the bounty of the local farms and nurseries.

Roughly 3,000 tons of pumpkins are grown on the Coastside in a typical year and are featured in the Half Moon Bay Art and Pumpkin Festival held in October on Downtown's historic Main Street. The annual festival draws over 300,000 visitors for the two-day event and features some of the world's largest pumpkins.

Half Moon Bay provides a wide variety of public and private attractions. The historic downtown is home to shopping, art galleries, fine dining, and entertainment. Visitors can stroll downtown to discover unique wares in local markets, shops, and boutiques. Farm-fresh produce and one-of-a-kind art pieces are available side-by-side. First-class dining can be found at restaurants, bakeries, taquerias, delis, and coffee shops. Menus include fresh fish straight off the boat and ethnic offerings from around the world.



A short distance from downtown, the California Coastal Trail meanders for five miles along beaches and bluff tops, providing a scenic setting for whale and bird watching, biking, walking, and horseback riding. Golf can be enjoyed at two golf courses acclaimed for their quality and spectacular ocean backdrops.

The Coastside has its well-known broad, sandy beaches. Adding to the coastal habitat diversity, just a few miles southwest of town is a redwood forest. Over a century ago, those forests were cut for the timber that was used in the development of the San Francisco Peninsula. Now those redwoods are enjoyed for their enduring natural beauty. There are thousands of parkland acres throughout the southern portion of San Mateo County, accessible via miles of hiking and biking trails. These lands offer breathtaking coastal vistas and endless views of hillsides cloaked in vegetation. Half Moon Bay serves as a gateway to these recreational offerings.

The City also boasts truly unique lodgings with breathtaking ocean views, world-class hotels, and quaint cottages. Within the city limits, there are 12 hotels, inns, and Bed and Breakfasts, in addition to three RV parks and campgrounds.

Population and Demographics

There is a rich culture of diverse backgrounds and multi-generational families who have lived in Half Moon Bay for well over 100 years. Several of its older residential neighborhoods feature century-old architecture enhanced by colorful yards and gardens. It is not uncommon to find farmers, high-tech entrepreneurs, and artists living together. There are approximately 4,900 households, and 3,500 families (71.4% of households). For persons 25 years and older, 88.3%

have a high school diploma, and 53.3% have a bachelor’s degree or higher.¹ A snapshot of demographic highlights include:

San Mateo County Context

San Mateo County is part of the nine-county Bay Area region. This area is a vibrant job center and part of Silicon Valley. On the bayside, cities are linked by Highways 101 and 280, El Camino Real, and the Caltrain corridor. Many of Half Moon Bay’s employed residents work outside the City throughout this jobs-rich region.

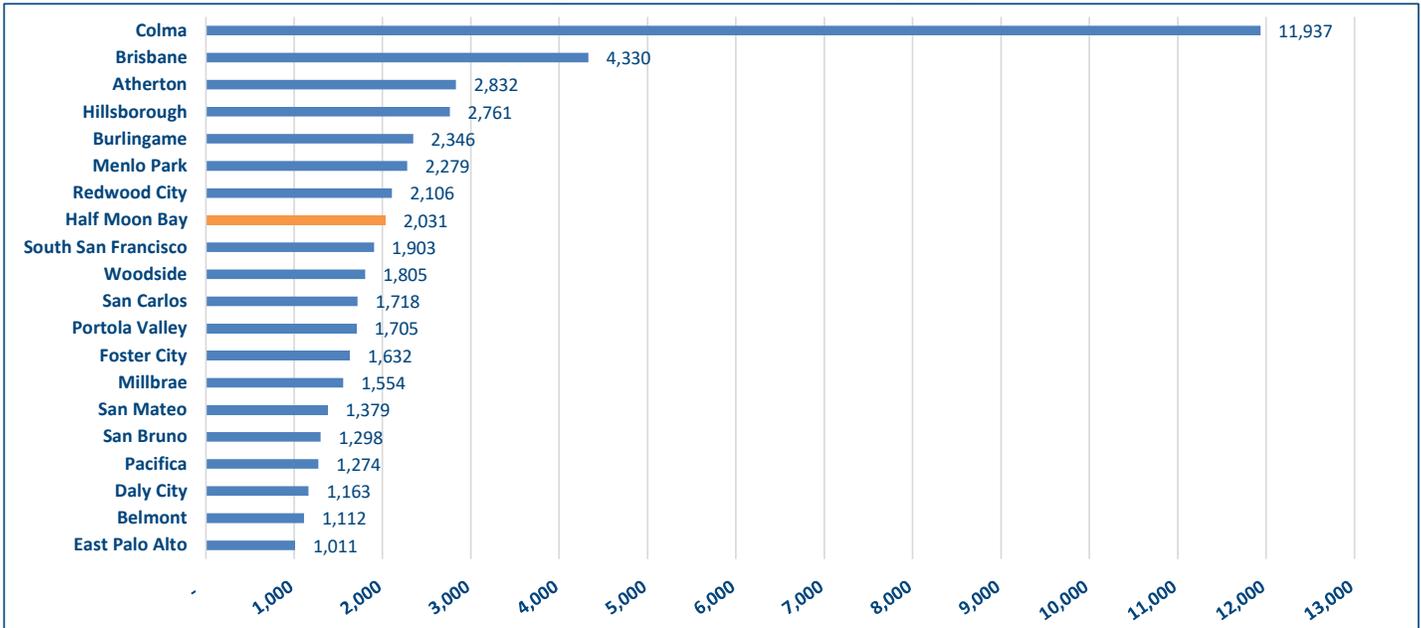
Half Moon Bay has retained employment sectors traditional to the Coastside, while also accommodating new businesses and industries that are otherwise primarily thought to be located “over-the-hill.” Despite its smaller size and distinct economic base, the City’s revenues and expenditures indicate that the range and cost of City services are within the norm for the County as a whole.

¹ <https://www.census.gov/quickfacts/fact/table/halfmoonbaycitycalifornia/PST045218>
<https://worldpopulationreview.com/us-cities/half-moon-bay-ca-population>

San Mateo County Cities Comparison

The City of Half Moon Bay ranks the 8th in revenues per capita comparing to other cities within the San Mateo county. The City ranks 13th in cost per capita and 10th in outstanding debt per capita.

General Revenues Per Capita
Half Moon Bay Ranks 8th out of 20 in Revenues per Capita



City	Population	Report Totals			Per Capita		
		General Revenues	General Expenditures	Outstanding Debt	General Revenue	General Expenditures	O/S Debt
Atherton	6,915	19,583,306	17,729,676	7,108,980	\$ 2,832	\$ 2,564	\$ 1,028
Belmont	27,225	30,282,995	25,682,994	4,027,260	\$ 1,112	\$ 943	\$ 148
Brisbane	4,668	20,212,958	20,703,489	7,426,000	\$ 4,330	\$ 4,435	\$ 1,591
Burlingame	30,106	70,633,225	67,603,240	86,038,013	\$ 2,346	\$ 2,246	\$ 2,858
Colma	1,557	18,586,665	18,543,269	120,000	\$ 11,937	\$ 11,910	\$ 77
Daly City	101,243	117,719,127	120,272,332	9,955,566	\$ 1,163	\$ 1,188	\$ 98
East Palo Alto	28,847	29,168,770	29,252,520	-	\$ 1,011	\$ 1,014	\$ -
Foster City	32,517	53,077,726	53,521,483	87,380,000	\$ 1,632	\$ 1,646	\$ 2,687
Half Moon Bay	11,363	23,075,847	23,697,444	6,418,818	\$ 2,031	\$ 2,085	\$ 565
Hillsborough	11,016	30,412,447	30,174,172	-	\$ 2,761	\$ 2,739	\$ -
Menlo Park	32,475	74,002,729	80,430,225	31,707,705	\$ 2,279	\$ 2,477	\$ 976
Millbrae	22,277	34,626,000	36,566,000	21,084,843	\$ 1,554	\$ 1,641	\$ 946
Pacifica	37,099	47,275,263	47,272,727	27,115,746	\$ 1,274	\$ 1,274	\$ 731
Portola Valley	4,289	7,313,082	8,146,487	-	\$ 1,705	\$ 1,899	\$ -
Redwood City	81,643	171,938,000	182,998,000	63,876,000	\$ 2,106	\$ 2,241	\$ 782
San Bruno	42,275	54,885,106	55,519,905	7,081,500	\$ 1,298	\$ 1,313	\$ 168
San Carlos	30,034	51,607,000	58,480,000	2,382,613	\$ 1,718	\$ 1,947	\$ 79
San Mateo	102,200	140,903,673	131,835,506	92,178,000	\$ 1,379	\$ 1,290	\$ 902
South San Francisco	64,251	122,262,182	122,206,770	227,087,479	\$ 1,903	\$ 1,902	\$ 3,534
Woodside	5,131	9,261,796	8,208,568	-	\$ 1,805	\$ 1,600	\$ -

Government Structure and City Services

The City of Half Moon Bay operates under a council-manager form of government and is governed by a five-member elected City Council. The City Council appoints a City Manager who is responsible for the oversight of daily operations and provides leadership for the City's programs.

The City Council is the policy-making body. In 2018 the City approved a transition from at-large to by-district elections, with the mayor to be elected at-large, and In 2020, the City again updated its election process to comply with new state standards. The 2020 update changed the 4 districts to 5 with an annual rotating mayor instead of a mayor being elected at large. In 2022 three of the district council members were up for reelection, with the other two being up for reelection in 2024. The City Council appoints commission and committee members to support the public policy making process.



The City Council meets regularly on the first and third Tuesdays of each month at 7:00 p.m. and may call additional special meetings. All meetings of City Council and Council-appointed commissions and committees are open to the public except when certain personnel matters and legal items are discussed.



By means of its own employees and through other shared or contract services, the City of Half Moon Bay provides a variety of municipal services to its citizens, including law enforcement, library, disaster preparedness, recreation programs, maintenance of streets, parks, and buildings, sanitary sewer utility collection and maintenance, planning, housing, zoning, and building inspection, storm drain maintenance, code and parking enforcement, engineering, and general administrative services.

City offices are typically open 8:30 a.m. to 5:00 p.m., Monday through Thursday (except holidays). Since COVID-19, city offices and facilities have scaled back hours of operation while continuing to deliver the full range of municipal services.

City of Half Moon Bay Main Line	(650) 726-8910	501 Main Street
City Clerk's Office	(650) 726-8250	501 Main Street
Administrative Services	(650) 435-8261	507-B Purissima Street
Recreation Services	(650) 726-8297	535 Kelly Avenue
Community Development	(650) 726-8260	501 Main Street
Public Works	(650) 750-2012	880 Stone Pine Road
Code Enforcement	(650) 726-8260	501 Main Street
Public Safety (Business Line)	(650) 726-8288	537 Kelly Avenue
Non-Emergency - After Hours	(650) 726-8286	537 Kelly Avenue

Additional information about city services is available on the City of Half Moon Bay website at www.hmbcity.com



Budget Overview



Pigeon Point Lighthouse (San Mateo County)

(Credit: Joe Butcher)



Budget Overview

BUDGET OVERVIEW

C

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Basis of Budget Preparation

The City Budget is the result of a thorough, lengthy, and collaborative process involving City Council leadership and City staff expertise. The City Council sets policy direction for the budget and City staff take into consideration economic trends to forecast revenue and create a budget that accomplishes the goals of the Council while ensuring the financial stability of the City. Local, County, State, and national economic trends are among the factors considered.

ECONOMIC UPDATE

During the 2022-23 fiscal year, the City saw economic activity and tourism continue to return to the coast. While the City is guardedly optimistic that there will be continued economic growth and recovery; staff continues its practice of conservative planning for the FY 2023-24 budget in light of continued inflation and other signs of economic volatility stemming from supply chain issues, increased demand, low unemployment rates, continued Fed rate hikes, and now bank failures. Many of the factors causing the current economic volatility are out of the City's control and are anticipated to continue to impact revenues and expenditures. Inflation will increase the cost of projects considerably; unfunded pension liabilities may increase in relation to inflation and unknown investment returns; and reductions to local home sales or potential contraction of home prices could all impact city budgets. The City will continue to monitor the economic environment though anticipates overall continued economic improvement despite the challenges that may impact the City in the near term.

As of the March Jobs report which is the most current official data as of the preparation of this budget document the unemployment rate in San Mateo County is approximately 2.8%. The City of Half Moon Bay's unemployment rate is 1.3%. The City unemployment rate is currently lower than the unemployment rates for San Mateo County, California, and the nation during the same period.

State Budget Outlook and Impact on the City

The State of California's budget and economy play significant roles in the City's financial condition. The State's budget currently projects a substantial negative impact due to the pandemic, weather, and other major events over the last few years.

At this time, it is not anticipated that the changes in the States revenue and financial situation will impact the City of Half Moon Bay in a significant way.

BUDGET DEVELOPMENT PROCESS

City staff prepare an annual operating budget each year containing revenues, appropriations, and other financial information pertaining to City’s operating and capital budgets. The philosophy employed in creating this budget focuses the City’s efforts on continuing to provide quality “core” municipal services in the most efficient way possible. This budget must be adopted by the City Council.

Council Strategic Planning

In preparation for the upcoming budget, the City Council hosted three community listening sessions, which allowed the Council to hear directly from members of the community to gain additional insight into the community’s priorities for budget allocation of resources over the next year and beyond.

The listening sessions culminated in a priority setting workshop on May 19, 2023. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing (an ongoing multi-year priority)
2. Public Health, Safety and Emergency Preparation
3. Community Climate Resilience and Sustainability
4. Economic Recovery and Development
5. Transportation, Circulation and Mobility

The table below demonstrates how the Council’s FY 2023-24 priorities fit in the larger Strategic Plan Elements and Initiatives that were adopted on February 9, 2016, and reaffirmed for FY 2023-24.

Strategic Elements				
PRIORITY	Infrastructure/ Environment	Healthy Communities/ Public Safety	Fiscal Sustainability	Inclusive Governance
Affordable Housing		✓	✓	✓
Public Health, Safety and Emergency Preparation	✓	✓		✓
Community Climate Resilience and Sustainability	✓	✓	✓	
Economic Recovery and Development	✓		✓	✓
Transportation, Circulation and Mobility	✓	✓	✓	✓

Budget Preparation

The annual budget cycle begins each year with the development of budget instructions, including policy directives and a budget calendar, early in the calendar year and concludes with the budget adoption by the City Council in June as shown in the budget timeline table below.

Budget Timeline	
February 15 & 26, March 2	Community Listening Sessions
April 19	Council Strategic Planning and Priority Setting Workshop
May 23	Finance Committee Meeting
June 6	City Council Review of Proposed Budget
June 20	City Council Formal Adoption

Each department was asked to provide their anticipated Base Budget operating expenditure changes with adjustments by known personnel salary and benefit costs. Each department is also given an opportunity to submit prioritized program changes for service enhancements or other program restoration to the Base Budget.

The City Manager reviewed department expenditure adjustments and formulated a Recommended Budget for Council's consideration. Staff recommendations are based on many considerations, including the City's strategic plan, staffing capacity, and potential impacts to the overall City operation, fiscal sustainability, and services provided to the community.

Final adoption of the Recommended Budget for FY 2023-24 occurred on June 20, 2023.

Basic Accounting

The City's accounting system is maintained on a fund basis in accordance with governmental accounting standards. Each fund is considered a separate accounting entity with a self-balancing set of accounts that record assets, liabilities, fund equity, revenue, and expenditures. All governmental funds are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual—i.e., measurable, and available. Expenditures are recognized when the fund expense or liability is incurred.

Budgetary Control

The City utilizes the following procedures to establish budgetary control:

1. The City Manager submits to the City Council a proposed balanced operating and capital budget for the following fiscal year.
2. After a review by the City Council, a public hearing is conducted, and further comments are received from the City Council and the public.
3. Upon completion of the hearings and modifications, if any, to the proposed budget, it is adopted by the City Council through passage of an appropriate resolution.
4. The department heads are responsible for ensuring the expenditures of their departments stay within the budget.

5. The budget is amended during the year by the Council as needed.
6. The City Manager is authorized to reallocate budget amounts of operational expenditure categories within funds as deemed necessary in order to meet the City's operational needs.
7. City Council approval is required for all inter-fund transfers and use of reserves, and for transfers to/from the capital expenditure category. The legal level of budgetary control is at the fund level. This is the level that City management cannot overspend without approval from the City Council.

The City Council holds public budget study sessions and adopts the City operating and capital budgets no later than June 30th of each year.

The City's financial goal is to achieve a balanced budget with operating revenue, including reimbursements from other funds for services provided, equal to or greater than operating expenditures (including debt service).

Staff used the following guidelines in preparation for this budget: ending fund balance (or working capital in the enterprise fund) should meet the minimum level of no less than 30% of operating expenditures, where applicable. Under this policy, it is allowable for total expenditures to exceed revenue in a given year to fund capital improvement plan projects or other "one-time" non-recurring expenditures.

Ultimately, the City's financial position and the resources in each fund will determine the level of services and the projects that the City will be able to deliver to the community in the upcoming fiscal year. These services and projects are included in the adopted annual budget.

FY 2023-24 ADOPTED BUDGET OVERVIEW

The Recommended FY 2023-24 Budget is balanced following careful review and conservative assumptions.

In FY 2023-24, General Fund revenue of \$21.3 million is projected to be less than the General Fund expenses of \$25 million by \$3.7 million.

This means that the City will not be able to adequately fund the cost of day-to-day operations and capital projects in Half Moon Bay without the use of any available unassigned fund balances. Future contributions from the General Fund to the CIP are contingent upon new revenues or one-time funds becoming available in the future.

Transient occupancy tax (i.e., "hotel tax"), property tax, and sales tax revenue make up 79% of General Fund revenue. While Transient Occupancy and sales tax revenue were reduced due to the ongoing pandemic, they are showing signs of significant rebound far sooner than anticipated.

Budget Assumptions

The Base Budget is not an exact duplicate of the Adopted or Amended FY 2022-23 Budget because of actions the Council may have taken to modify the budget during the year, and most notably due to the FY 2023-24 budget assumptions used to develop the Base Budget. The following are the major assumptions used to develop the initial FY 2023-24 Base Budget:

Base Budget General Fund Revenue Assumptions

- **Total General Fund revenue** of \$21.3 million shows a decrease of 7.9% from the FY 2022-23 Revised Budget.
- **The top three revenue sources**, Transient Occupancy Tax (TOT), Property Tax, and Sales and Use Tax are estimated to decrease by 1% compared to the current budget; the decrease of other revenues is estimated at 28% mostly due to ARPA funds expiration.

Base Budget Expenditures Assumptions

- Total General Fund expenditures of \$25 million, which includes \$22.2 million in operating expenditures and \$2.8 million in capital transfers to fund the Capital Improvement Program.
- Salary and Benefits projections include funding for 45 full-time equivalent (FTE) positions city-wide with no increases or decreases to personnel.
- Vacant positions are budgeted at middle step. Projections also include salary step increases for staff members who may be eligible on their performance review dates.
- Overtime funding is included in the projections based on historical averages of overtime hours worked.
- FY 2023-24 PERS retirement rates are budgeted as provided by CalPERS: Tier 1 (2.0% @ 55) at 13.260% for classic members and Tier 2 (2% @ 62) at 8.00% for new employees without prior municipal experience or who have had a break in service.
- Salary adjustments have been made to reflect MOU provisions.
- Annual amounts needed to pay for the unfunded liability.
- Operating Expenses have increased by 13% over FY 2022-23 budgeted amounts.

Capital Improvement Program (CIP) Budget

The City's 5-Year Capital Improvement Program (CIP) is a financial planning and prioritization tool that represents the City's continuous efforts to protect public health and safety and enhance the quality of life and experience for visitors and residents in Half Moon Bay. It is adopted in conjunction with the City's Operating Budget and is presented as a separate document.

Updating the CIP annually requires coordination and cooperation between all City departments. The process includes many internal meetings to discuss current and future CIP improvements, prioritization of identified improvements, review by various advisory boards, General Plan consistency finding by the Planning Commission, and adoption by City Council.

While staff continuously assesses the needs of the City and prioritizes projects accordingly, the process to create the FY 2023-24 CIP officially began in December 2022. This resulted in the preliminary draft FY 2023-24 Capital Budget presented to the City Council on June 6, 2023.

Staff has continued to refine project scope and budget with a summary of the CIP included in the “Capital Improvement Program” section of this document. Individuals interested in learning more about the specific improvements planned for the upcoming Fiscal Year should refer to the published Capital Improvement Program book.

Budgetary Reserves

The Government Finance Officers Association (GFOA) has issued its recommended best practice for determining the appropriate level of unrestricted General Fund balance to be, at a minimum, no less than two months of regular General Fund operating revenues or expenses, which equates to approximately 17% of annual expenses.

The City’s Fund Balance Policy identifies fund balances (or reserves) as falling into the following categories: Restricted, Committed, Assigned, or Unassigned. In accordance with Government Accounting Standards Board (GASB) Statement No. 54 requirements and the City policy, the Council established the following designations for General Fund Committed Fund Balances:

- General Fund Reserve 30% of annual expenditures
- Economic Uncertainty Reserve of up to 20% annual operating expenditures

The General Fund balances for FY 2021-22 through FY 2023-24 are detailed in the table below. Total operating expenses are also listed to demonstrate the percentage level of reserves and compliance with the City’s Fund Balance Policy.

GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)			
Designations	Actual 2021-22	Revised 2022-23	Proposed 2023-24
<i>Beginning Fund Balance</i>	11,139,515	15,585,152	14,963,555
Total Revenue	24,534,744	23,075,847	21,259,541
Net Operating Expenditures	14,769,988	17,727,089	20,429,436
Operating Transfers	1,871,542	1,954,936	1,753,738
Total Operating Expenditures	16,641,530	19,682,025	22,183,173
Capital Transfers	3,447,577	4,015,419	2,763,000
Total Expenditures	20,089,107	23,697,444	24,946,173
<i>Ending Fund Balance</i>	15,585,152	14,963,555	11,276,923
Reserves			
General Fund Reserve (30% of Op. Exp)	5,399,470	5,904,607	6,654,952
Economic Uncertainty Reserve (20% of Op. Exp)	3,599,647	3,936,405	4,436,635
Total Reserves	8,999,117	9,841,012	11,091,587
Unassigned Fund Balance	6,586,035	5,122,543	185,337
Reserves as a % of Total Op. Expenditures	54%	50%	50%

Conclusion

The FY 2023-24 General Fund total budget expenditures total \$25 million and include a \$2.8 million contribution to CIP. The FY 2023-24 budgets in the Special Revenue and Capital Funds, Enterprise Funds, Debt Service Funds, and Internal Service Funds total \$29.6 million. The proposed 5-Year Capital Improvement Program (CIP) includes budgeted expenses of \$20.8 million for FY 2023-24.

The City has benefited from the stable local economy and the economic growth throughout San Mateo County, Silicon Valley and the Bay Area. The pandemic and economic downturn which had significant impacts on City revenue are showing continued economic improvement. The City continues to take a conservative approach to the budget and has reflected this in the financial outlook for the 2023-24 Fiscal Year.

Some of the challenges that the City may face in the near future are:

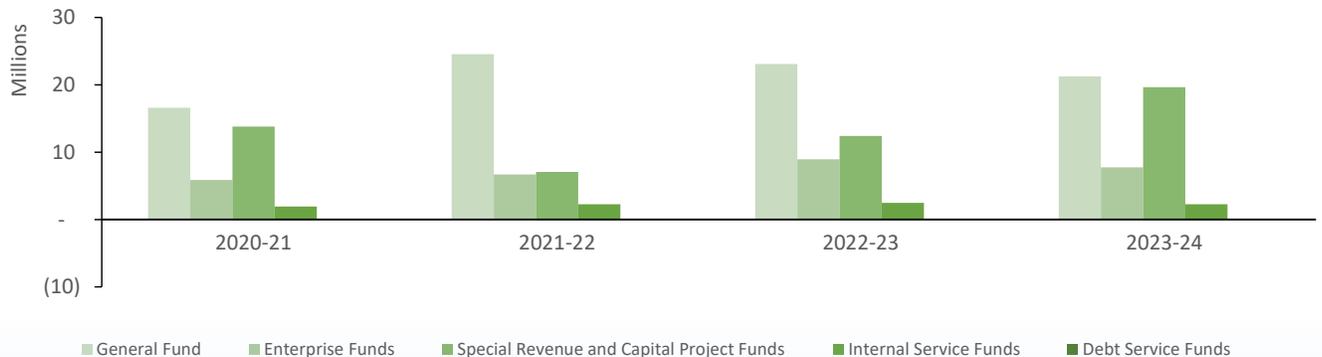
- Federal and State budget uncertainty add a potential threat to local governments. Various capital projects are expected to be funded by grant awards and could be eliminated if those grant programs are paused or discontinued.
- Capital improvements that will need to be funded by the City where revenue sources may not be adequate to continue funding them.
- Increased contractual costs. The City uses outside contractors extensively, including for police services.
- Increased pension costs.
- The economic slowdown will put pressure on the City's ability to maintain fiscal stability to continue to weather the recession.

Fiscal sustainability remains a high priority for Half Moon Bay. To that end, staff continues to project revenues and expenditures in a conservative manner. The City has two General Fund Reserves, one created in FY 2019-20 as the Economic Uncertainty Reserve with a target amount of 20% of the operating budget in addition to the existing General Fund Reserve (30%).

City of Half Moon Bay
FY 2023-24 Recommended Budget
Summary of Revenue & Transfers by Fund

FUND	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
GENERAL FUND	16,601,802	24,534,744	23,075,847	21,259,541
ENTERPRISE FUNDS				
Sewer Operating	5,871,902	6,685,879	8,677,200	7,529,974
Sewer Capital	992	3,803	259,001	210,700
ENTERPRISE FUNDS	5,872,894	6,689,682	8,936,201	7,740,674
SPECIAL REVENUE FUNDS				
Storm Drain Operating	(960)	(7,862)	2,500	5,100
Traffic Mitigation	29,381	(8,030)	113,983	129,700
Library Operation	(46)	(371)	100	200
Main Street Bridge	208,118	126,930	-	7,100
Gas Tax	511,136	519,605	507,983	653,946
Streets and Roads	3,489,130	2,586,701	152,709	5,600,600
Measure A	3,363,282	363,190	385,643	523,276
Park/Facilities Development	480,135	1,518,910	5,139,424	6,051,500
Affordable Housing	(8,233)	(48,691)	27,184	31,400
Public Facilities	224,367	929,765	2,997,246	167,600
Police Grants	155,182	146,028	178,029	181,200
Measure W	-	468,198	201,276	231,590
Lot Acquisition/Development	2,687,693	(50,840)	18,800	27,100
CZI Grant	-	-	500,000	4,000
Opportunity Center	-	-	-	1,850,000
Capital General	2,462,347	523,238	1,790,069	3,280,800
Drainage Capital	155,646	4,869	392,500	900,000
Library Capital	44,858	(5,426)	3,500	6,400
SPECIAL REVENUE AND CAPITAL PROJECT FUNDS	13,802,035	7,066,213	12,410,947	19,651,512
Vehicle Replacement	7,777	212,131	56,167	69,067
Equipment Replacement	411,643	501,704	548,981	586,335
Risk Management	489,463	552,793	698,204	708,731
Pension Stabilization	1,024,428	1,015,903	1,156,095	919,874
INTERNAL SERVICE FUNDS	1,933,311	2,282,530	2,459,447	2,284,008
Judgement Bonds - B	337	(180)	-	100
DEBT SERVICE FUNDS	337	(180)	-	100
Total Other Funds	21,608,576	16,038,245	23,806,594	29,676,294

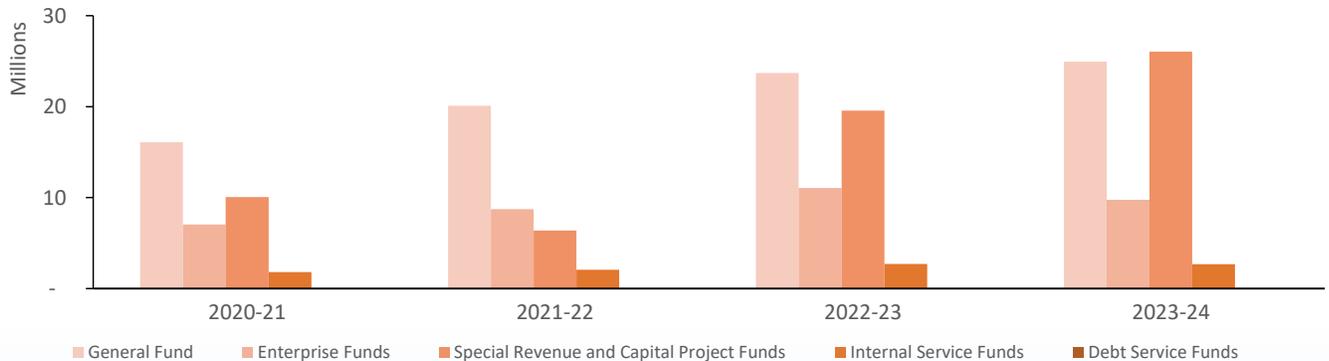
TOTAL ALL FUNDS \$ 38,210,378 \$ 40,572,988 \$ 46,882,441 \$ 50,935,836



City of Half Moon Bay
FY 2023-24 Recommended Budget
Summary of Expenditures & Transfers by Fund

FUND	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
GENERAL FUND	16,096,447	20,089,107	23,697,444	24,946,173
ENTERPRISE FUNDS				
Sewer Operating	6,171,761	6,695,652	7,199,706	7,529,974
Sewer Capital	880,184	2,027,236	3,861,465	2,212,877
ENTERPRISE FUNDS	7,051,945	8,722,888	11,061,171	9,742,851
SPECIAL REVENUE FUNDS				
Storm Drain Operating	-	-	-	100,000
Traffic Mitigation	15,720	46,944	35,888	37,033
Library Operation	-	840	-	-
Main Street Bridge	242,452	81,853	482,927	-
Gas Tax	282,295	42,618	66,432	566,432
Streets and Roads	3,599,775	1,914,860	1,236,855	6,263,566
Measure A	2,894,535	450,875	68,585	261,117
Park/Facilities Development	250,413	1,034,390	7,633,900	6,197,117
Affordable Housing	200,000	-	1,000,000	1,000,000
Public Facilities	92,244	723,854	3,619,781	1,932,516
Police Grants	86,035	11,708	200,000	-
Measure W	-	-	-	-
Lot Acquisition/Development	101,599	687,175	430,000	400,000
CZI Grant	-	-	500,000	330,000
Opportunity Center	-	-	-	2,470,000
Capital General	2,243,541	388,681	3,056,900	4,737,593
Drainage Capital	45,117	83,980	1,217,159	1,756,028
Library Capital	(0)	910,745	-	-
SPECIAL REVENUE AND CAPITAL PROJECT FUNDS	10,053,726	6,378,523	19,548,427	26,051,403
Vehicle Replacement	84,465	70,087	44,067	69,067
Equipment Replacement	344,349	489,491	545,481	586,335
Risk Management	419,579	455,373	957,163	1,108,731
Pension Stabilization	959,543	1,041,748	1,152,095	913,474
INTERNAL SERVICE FUNDS	1,807,936	2,056,699	2,698,806	2,677,608
Judgement Bonds - B	30,000	-	-	-
DEBT SERVICE FUNDS	30,000	-	-	-
Total Other Funds	18,943,607	17,158,110	33,308,404	38,471,863

TOTAL ALL FUNDS \$ 35,040,054 \$ 37,247,216 \$ 57,005,848 \$ 63,418,036



**City of Half Moon Bay
FY 2023-24 Recommended Budget
Transfers/Allocations Summary**

	Budget Transfers In 6/30/2024
GENERAL FUND (101)	
From Sewer Operating (201) - Admin Fee	537,285
GENERAL FUND (101)	537,285
SEWER OPERATING (201)	
From Sewer Capital (202)	1,122,274
SEWER OPERATING (201)	1,122,274
STREETS AND ROADS (123)	
From General Fund (101) - Capital Projects Funding	40,000
From Gas Tax (122) - Capital Projects Funding	500,000
From Measure A (124) - Capital Projects Funding	200,000
STREETS AND ROADS (123)	740,000
PARKS/FACILITIES DEVELOPMENT (125)	
From General Fund (101) - Capital Projects Funding	300,000
PARKS/FACILITIES DEVELOPMENT (125)	300,000
PUBLIC FACILITIES (127)	
From General Fund (101) - Capital Projects Funding	150,000
PUBLIC FACILITIES (127)	150,000
GENERAL CAPITAL FUND (151)	
From General Fund (101) - Capital Projects Funding	1,555,000
From Parks/Facilities Development (125)- Capital Projects Funding	175,000
From Public Facilities (127) - Capital Projects Funding	400,000
From Drainage Capital (152) - Capital Projects Funding	50,000
GENERAL CAPITAL FUND (151)	2,180,000
DRAINAGE CAPITAL (152)	
From General Fund (101) - Capital Projects Funding	718,000
From Storm Drain Operating (111) - Capital Projects Funding	100,000
From General Capital (151) - Capital Projects Funding	60,000
DRAINAGE CAPITAL (152)	878,000
VEHICLE REPLACEMENT (301)	
From General Fund (101)	35,189
From Sewer Operating (201)	18,637
From Streets & Roads (123)	283
From Storm Drain (152)	160
VEHICLE REPLACEMENT (301)	54,267
EQUIPMENT FUND (302)	
From General Fund (101)	375,531
From Sewer Operating (201)	198,887
From Streets & Roads (123)	3,015
From Storm Drain (152)	1,702
EQUIPMENT FUND (302)	579,135
RISK MANAGEMENT FUND (303)	
From General Fund (101)	429,544
From Sewer Operating (201)	227,492
From Streets & Roads (123)	3,448
From Storm Drain (152)	1,947
RISK MANAGEMENT FUND (303)	662,431
PENSION STABILIZATION FUND (304)	
From General Fund (101) - To fund unfunded liability payment	913,474
PENSION STABILIZATION FUND (304)	913,474
GRAND TOTAL	8,116,867

City of Half Moon Bay
FY 2023-24 Recommended Budget
Fund Balances Summary

	Projected Fund Balance 6/30/2023	Revenues & Trsfrs In Budget	Expenditures & Trsfrs Out Budget	Revenue Over(Under) Expenditures	Projected Fund Balance 6/30/2024
GENERAL FUND					
101 General	14,963,555	\$ 21,259,541	\$ 24,946,173	\$ (3,686,632)	\$ 11,276,923
ENTERPRISE FUNDS					
201 Sewer Operating	-	7,529,974	7,529,974	-	-
202 Sewer Capital ¹	3,892,600	210,700	2,212,877	(2,002,177)	2,171,426
Total Enterprise Funds	3,892,600	\$ 7,740,674	\$ 9,742,851	\$ (2,002,177)	2,171,426
SPECIAL REVENUE FUNDS					
111 Storm Drain Operating	348,900	5,100	100,000	(94,900)	254,000
112 Traffic Mitigation	4,274,000	129,700	37,033	92,667	4,366,667
113 Library Operation	110,000	200	-	200	110,200
121 Main Street Bridge	39,800	7,100	-	7,100	46,900
122 Gas Tax	1,639,300	653,946	566,432	87,514	1,726,814
123 Streets and Roads	2,014,300	5,600,600	6,263,566	(662,966)	1,351,334
124 Measure A	1,467,300	523,276	261,117	262,159	1,729,459
125 Park/Facilities Development	591,400	6,051,500	6,197,117	(145,617)	445,783
126 Affordable Housing	2,149,000	31,400	1,000,000	(968,600)	1,180,400
127 Public Facilities	2,216,000	167,600	1,932,516	(1,764,916)	451,084
128 Police Grants	679,000	181,200	-	181,200	860,200
132 Measure W	674,700	231,590	-	231,590	906,290
133 Lot Acquisition/Development	1,414,000	27,100	400,000	(372,900)	1,041,100
134 CZI Grant	334,000	4,000	330,000	(326,000)	8,000
135 Opportunity Center	620,000	1,850,000	2,470,000	(620,000)	-
151 Capital General	1,623,400	3,280,800	4,737,593	(1,456,793)	166,607
152 Drainage Capital	902,700	900,000	1,756,028	(856,028)	46,672
153 Library Capital	423,000	6,400	-	6,400	429,400
Total Special Revenue and Capital Funds	21,520,800	\$ 19,651,512	\$ 26,051,403	\$ (6,399,891)	15,120,909
INTERNAL SERVICE FUNDS²					
301 Vehicle Replacement	388,100	69,067	69,067	-	388,100
302 Equipment Replacement	868,000	586,335	586,335	-	868,000
303 Risk Management	2,312,300	708,731	1,108,731	(400,000)	1,912,300
304 Retirement Stabilization Fund	1,446,600	919,874	913,474	6,400	1,453,000
Total Internal Service Funds	5,015,000	\$ 2,284,008	\$ 2,677,608	\$ (393,600)	4,621,400
DEBT SERVICE FUNDS					
142 Judgment Obligation Bond -Series B	6,200	100	-	100	6,300
Total Debt Service Funds	6,200	\$ 100	\$ -	\$ 100	6,300
Total Other Funds	\$ 30,434,600	\$ 29,676,294	\$ 38,471,863	\$ (8,795,569)	\$ 21,920,034
Total All Funds	\$ 45,398,155	\$ 50,935,836	\$ 63,418,036	\$ (12,482,201)	\$ 33,196,958

¹ Final fund balance represents the portion of net assets that is unrestricted. This number does not include the non-cash value of fixed assets, construction in progress and equity in the Sewer Authority Mid-Coastside agency

“GANN” Appropriations Limit



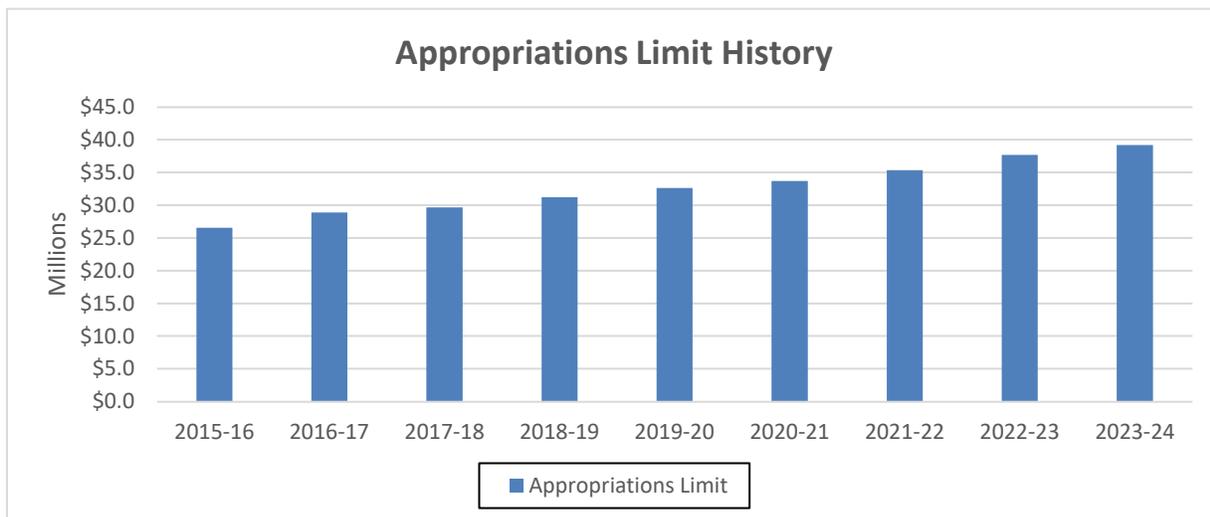
Article XIII B of the California State Constitution set an appropriations limit for governmental agencies. It became effective in Fiscal Year FY 1979-80 by passage of Proposition 4 (“The Gann Initiative”) and was modified by Proposition 111 in November 1989. With FY 1978-79 appropriations as the starting point, the limit is modified by the year-to-year changes both in per capita income and population, using the following alternative percentage changes for each:

- (1) Income growth -
 - a. California per capita personal income, or
 - b. Nonresidential assessed valuation due to new construction in the city.
- (2) Population growth -
 - a. City of Half Moon Bay, or
 - b. County of San Mateo.

Article XIII B also sets the guidelines as to what can be included in the appropriations limit, using “Proceeds of Taxes,” as defined in the Article, in the limit calculations. The City has remained well below the appropriations limit. It is unlikely that the limit will apply for fiscal year 2023-24.

APPROPRIATIONS LIMIT CALCULATION FY 2023-24

FY 2022-23 Appropriation Limit	\$ 37,675,826
Per Capita Personal Income Growth	4.44% 1.0444 factor
Population Change	-.43% 0.9957 factor
Calculation of factor for FY 2023-24	1.0444 X .9957 = 1.0399091
FY 2023-24 Appropriation Limit	\$ 39,179,434



RESOLUTION NO. C-2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA,
ESTABLISHING THE APPROPRIATION LIMIT PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE
XIII B, AND SECTION 7900 ET. SEQ OF THE CALIFORNIA GOVERNMENT CODE
FOR FISCAL YEAR 2023-24**

WHEREAS, Article XIII B is an amendment to the California Constitution placing a restriction on the amount of proceeds of tax revenue which can be appropriated by state and local governments during a fiscal year; and

WHEREAS, the total appropriation subject to limitation shall not exceed the appropriation limit of the City of Half Moon Bay for the prior fiscal year, as adjusted for inflationary and population changes; and

WHEREAS, the City Council is required to elect which adjustment factors will be used to calculate the limit: (1) either the annual growth in California per capita personal income or the growth in non-residential assessed valuation due to new construction within the City, and (2) either the population growth in the City of Half Moon Bay or population growth in the County of San Mateo, as provided by the State Department of Finance; and

WHEREAS, the City Council has considered the matter at a regular scheduled City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the appropriations limit for the Fiscal Year 2023-24, as calculated in Exhibit A, and hereby determines the amount to be thirty-nine million, one hundred seventy-nine thousand, four hundred thirty-four dollars (\$39,179,434) for the City of Half Moon Bay, pursuant to Article XIII B of the California Constitution.

The City selected the following adjustment factors for the calculation of this amendment to the appropriations limit for the 2023-24 fiscal year: (1) the population factor of the City of Half Moon Bay; and (2) the Percentage Change in Per Capita Personal Income over prior year, which were provided by the State of California Department of Finance in May 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of June, 2023 by the City Council of Half Moon Bay by the following vote:

- AYES, Councilmembers:
- NOES, Councilmembers:
- ABSENT, Councilmembers:
- ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Deborah Penrose, Mayor

CITY OF HALF MOON BAY
FY 2023-24 BUDGET
(GANN) APPROPRIATIONS LIMIT CALCULATIONS

Appropriations Limit Worksheet

	Amount	Amount
		0
A LAST YEAR'S LIMIT	37,675,826	
B ADJUSTMENT FACTOR		
1. POPULATION	0.9957	STATE FINANCE
2. INFLATION	1.0444	STATE FINANCE
3. TOTAL ADJUSTMENT	1.0399091	(B1 x B2)
C ANNUAL ADJUSTMENT	1,503,608	(A x B3)
D OTHER ADJUSTMENTS	-	
E TOTAL ADJUSTMENTS	1,503,608	(C+D)
THIS YEAR'S LIMIT	39,179,434	(A+E)

Personnel Summary



City Staff
December 2022

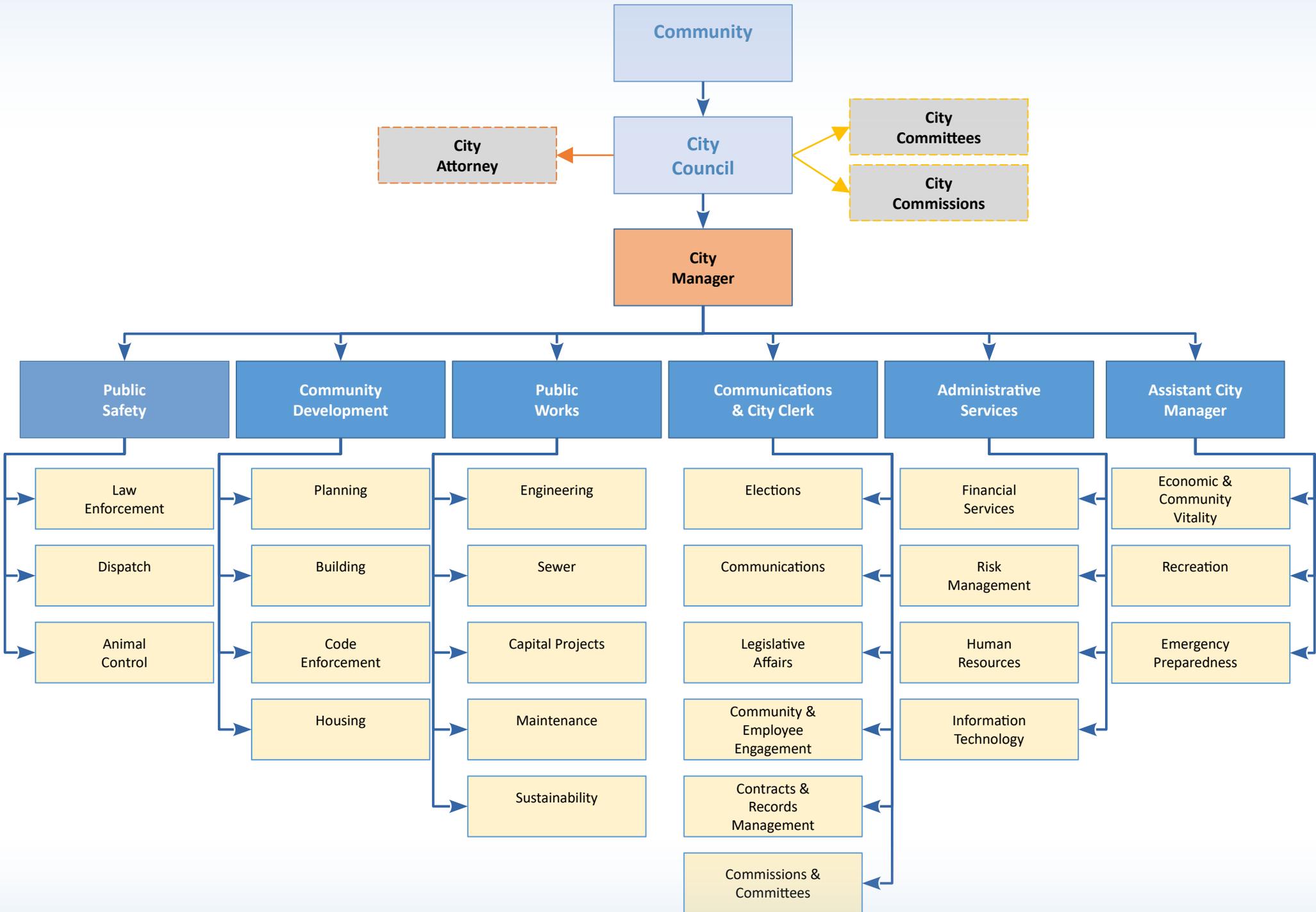


Personnel Summary

PERSONNEL SUMMARY

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City of Half Moon Bay Organizational Chart



City of Half Moon Bay Executive Team



City Manager
Matthew Chidester



City Attorney
Catherine Engberg



Assistant City Manager
John Doughty



Communications/City Clerk
Director Jessica Blair



Public Works Director
Maz Bozorginia



Community Development
Director Jill Ekas



Captain Rebecca Albin
San Mateo County Sheriff



Administrative Services
Director Lisa Lopez Rossi

**City of Half Moon Bay
FY 2023-24 Budget
Personnel Summary**

Full-Time Equivalent	Actual 2020-21	Actual 2021-22	Revised 2022-23	Proposed 2023-24
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
City Clerk/Communications Director	1.00	1.00	1.00	1.00
Accounting Technician	2.00	3.00	2.00	2.00
Administrative Analyst	-	-	1.00	1.00
Administrative Assistant	3.00	3.00	3.00	3.00
Assistant City Clerk	-	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00
Assistant Planner	-	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Associate Planner	2.00	1.00	1.00	-
City Engineer	1.00	1.00	1.00	-
Communications Specialist	1.00	1.00	1.00	1.00
Community Preservation Specialist	1.00	1.00	1.00	1.00
Economic & Community Vitality Manager	-	-	1.00	1.00
Deputy City Clerk	1.00	-	-	-
Executive Assistant	-	1.00	1.00	1.00
Finance Manager	-	1.00	1.00	1.00
Housing Coordinator	-	1.00	1.00	1.00
Maintenance Assistant	-	1.00	1.00	1.00
Maintenance Worker I/II	4.00	4.00	4.00	4.00
Management Analyst	3.00	4.00	4.00	4.00
Payroll Technician	-	-	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Public Works Supervisor ¹	-	-	-	2.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	1.00	2.00	2.00	2.00
Senior Accountant	1.00	-	-	-
Senior Maintenance Worker	2.00	2.00	2.00	1.00
Senior Management Analyst	3.00	3.00	3.00	3.00
Senior Planner	1.00	1.00	1.00	2.00
Total Regular Fulltime Employees	37.00	43.00	45.00	45.00

FTE Count does not include limited term employees or council members

1 - Full job description and title pending at budget adoption date

**City of Half Moon Bay
FY 2023-24 Budget
Staffing Level Summary**

Fund - Function	Actual 2020-21	Actual 2021-22	Revised 2022-23	Proposed 2023-24
GENERAL FUND				
General Administration	11.45	14.05	14.15	14.85
Community Development				
Administration	2.40	2.55	2.55	2.40
Planning Services	3.25	3.65	3.65	3.55
Building and Code Enforcement	1.05	1.50	1.50	1.30
Total Community Development	6.70	7.70	7.70	7.25
Public Works				
Administration	2.65	2.80	2.80	2.80
Engineering	1.35	1.90	1.90	2.45
Facilities Maintenance	5.25	6.80	6.80	7.25
Total Public Works	9.25	11.50	11.50	12.50
Recreation Services				
Parks/Recreation	2.30	3.20	3.20	3.20
Community Services	1.60	1.30	3.20	3.20
Total Recreation Services	3.90	4.50	6.40	6.40
Total FTE by General Fund	31.30	37.75	39.75	41.00
OTHER FUNDS				
201 - Sewer Operating	2.55	2.50	2.50	1.50
123 - Streets & Roads	1.45	0.80	0.80	0.65
124 - Measure A	0.75	0.50	0.50	0.40
152 - Storm Drains	0.40	0.25	0.25	0.30
125 - Parks Facilities	0.05	-	-	-
127 - Public Facilities	-	-	-	-
302 - Equipment Fund	0.05	0.55	0.55	0.55
303 - Risk Management	0.45	0.65	0.65	0.60
Total By Other Funds	5.70	5.25	5.25	4.00
City Council	5.00	5.00	5.00	5.00
Total Staffing Levels	42.00	48.00	50.00	50.00

**City of Half Moon Bay
FY 2023-24 Budget
Staffing Level by Service Area**

Division	FY 2021-22	Net Change	Revised FY 2022-23	Net Change	Proposed FY 2023-24
City Council	5.00	-	5.00	-	5.00
City Manager's Office	3.60	-	3.60	0.35	3.95
City Clerk	1.40	0.15	1.55	-	1.55
Communications	1.55	(0.15)	1.40	-	1.40
Finance	4.65	0.10	4.75	0.05	4.80
Human Resources	1.40	(0.10)	1.30	0.15	1.45
Administrative Services	0.75	-	0.75	-	0.75
Information Technology	0.55	-	0.55	-	0.55
General Liability	0.65	-	0.65	(0.05)	0.60
Emergency Services	0.70	0.10	0.80	0.15	0.95
Public Works - Administration	2.80	-	2.80	-	2.80
Engineering	1.90	-	1.90	0.55	2.45
Maintenance	6.80	-	6.80	0.45	7.25
Parks and Recreation	3.20	-	3.20	-	3.20
Economic and Community Vitality	1.30	1.90	3.20	-	3.20
Planning Services	3.65	-	3.65	(0.10)	3.55
Building and Code Enforcement	1.50	-	1.50	(0.20)	1.30
Community Development - Administration	2.55	-	2.55	(0.15)	2.40
Sewer Operations	2.50	-	2.50	(1.00)	1.50
Other	1.55	(0.00)	1.55	(0.20)	1.35
Total FTE	48.00	2.00	50.00	0.00	50.00

Changes in Staffing

The FY 2023-24 budget includes adjustments to how staff time is allocated amongst different functions but does not include any additional staffing or personnel.



Half Moon Bay Adult Softball League

(Recreation Sponsored Activity)



GENERAL FUND

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General Fund Overview

The General Fund is the primary operating fund of the City and is used to account for day-to-day activities. It receives unrestricted revenue and provides City general administrative services, public safety, and land development – related activities.

All general tax revenue and other revenues that are not allocated by law or contractual agreement to other funds are accounted for in this fund. The General Fund is an unrestricted fund, and its resources can be used for any City service or governmental purpose.

The City's major revenue sources for the General Fund are transient occupancy (hotel) taxes, sales and property taxes, charges for services and other revenue.

The General Fund provides for the cost of operating City government and includes the City Attorney, City Clerk, City Council, City Manager, Finance, Risk Management, Human Resources, Information Technology, Emergency Services Operations, Public Safety, Planning Services, Building and Code Enforcement, Engineering, Facilities Maintenance, and Recreation Services. In addition, General Fund expenditures include capital projects and reserve funding.

The City provides services to the community using a combination of City staff, programs, and contract services. The Community Development, Public Works, Engineering, Building, Administrative Services, Communications/City Clerk and City Manager departments consist primarily of City staff. This work is supplemented by contracts with other government agencies and service providers that provide the City with Animal Control, Building Inspection, Building Permit Processing including plan check, Dispatch, Engineering, Information Technology, Janitorial, Law Enforcement, Legal Services, Library Operations, and limited Landscaping Maintenance services.

BUDGET OVERVIEW

The General Fund budget for FY 2023-24 is \$21.3 million in revenue and \$22.2 million in operating expenditures, excluding capital and non-operating transfers. This is an operational deficit of \$923 thousand in the FY 2023-24 General Fund budget. The deficit is to be met with the use of unassigned funds. The City continues to invest back into the community by funding its Capital Improvement Program, including contributions from the General Fund. The FY 2023-24 General Fund contribution to the Capital Program is \$2.8 million. The reserves are projected to be \$11.1 million on June 30, 2024, representing an increase of \$1.3 million from June 30, 2023.

GENERAL FUND REVENUES

Unlike appropriations that can be established at the direction of the City, many key revenue sources are controlled by external forces to the City. For instance, property tax revenue varies with real estate values, and development-related revenue is affected by the volume and type of building permits and plan check requests. Sales tax and transient occupancy tax (TOT) revenues are subject to local and national economic cycles, businesses' decision to locate in the community and travel activity of businesses and tourists.

Three sources make up almost 79% of the revenue in the General Fund: Transient Occupancy (Hotel) Tax, Property Tax and Sales Tax. These revenues are projected to decrease by 1% from the FY 2022-23 budget. All other revenues are estimated to decrease by 28% mostly due to the expiration of ARPA funds.

General fund revenue is expected to decrease by 8% from the prior year, primarily due to the expiration of one-time revenues and a slowdown in economic activity.

Key general fund revenue categories are further described below:

Transient Occupancy Taxes (TOT)

Transient occupancy taxes are assessed on The City’s thirteen hotels, motels, bed & breakfast establishments, and three campgrounds at a rate of 15%, generating the City’s largest source of revenue. Prior to 2020, TOT revenue had increased at a healthy rate for a significant amount each year. Following the start of the pandemic however, TOT revenue has increased significantly since FY 2021-22.

Property tax

Property tax is the City’s second largest revenue source. Property tax revenue is collected and distributed by the County of San Mateo based on applying the constitutionally limited tax rate of 1% to the assessed value of certain secured and unsecured properties as determined by the County Assessor.

Where Do Property Taxes Go? *



*Based on the City’s largest Tax Rate Area (TRA)

The City considers the historical rate of changes and potential economic conditions when forecasting property tax revenue. Property tax revenue shows increases based on figures from the San Mateo County Assessor’s Office.

This revenue includes the distributions of excess Educational Revenue Augmentation Fund (ERAF) at 50% of the historic distribution level due to the uncertain nature of these revenues.

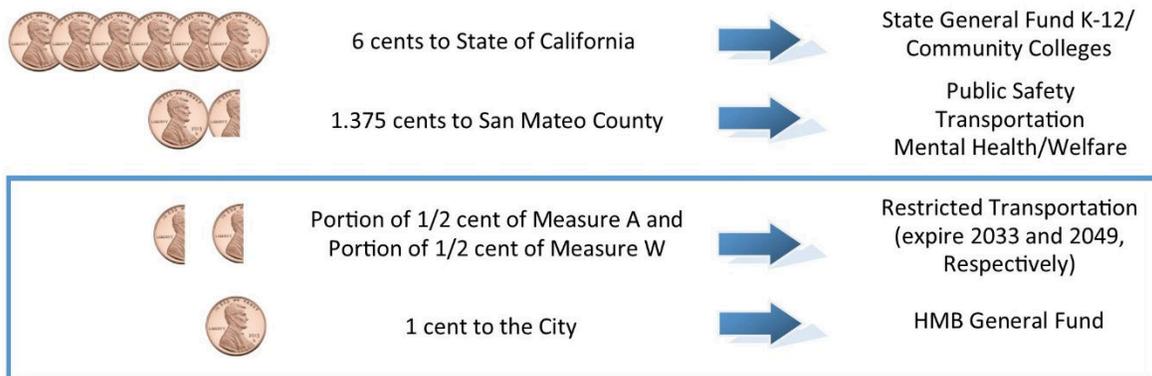
Sales and Use Tax

The Sales Tax is currently the City’s third largest revenue source. Sales tax is collected by the State Board of Equalization against tangible items. The local portion is distributed to cities and counties based on the location of the sale. The City of Half Moon Bay receives 1¢ on every \$1 purchase as listed in the chart below.

Where Do Sales Taxes Go?

2023 San Mateo County Sales Tax Rate = 9.375%

Each \$1 purchase = \$0.09375%



Most of Half Moon Bay Sales Tax is generated from three major economic sectors, listed below. Approximately 76% of the City’s total sales tax is generated from twenty-five businesses.

- Food (grocery, restaurants) – 50%
- General Retail – 13%
- Transportation (car sales, gas station) – 24%
- Other – 14%

The City’s sales tax revenues are expected to continue to increase gradually.

Other Taxes

Other taxes include franchise fees assessed on franchise agreements with utility companies, and business license registration taxes that are being assessed on all businesses operating within the City limits.

Charges for Services

Cost of Services fees are revised on an annual basis based on a comprehensive review of actual cost. This revenue source is approximately 3.3% of General Fund revenue.

The City's current user fees and deposit amounts were established through a fee study in 2017, prepared in accordance with State law, that was approved and accepted by City Council. Annually, Finance staff will provide an update to City Council. The purpose of this update is to affirm and update certain Administrative, Building, Public Works, Planning, and Public Safety fees. Most of the fees were set at or about 100-percent cost recovery.

Other Revenues

This revenue category includes San Mateo County reimbursement relating to unfunded pension liability for safety personnel that the City pays directly to CalPERS, golf fees per the development agreement with Ocean Colony and parking fees.

GENERAL FUND EXPENDITURES

The FY 2023-24 General Fund total expenditure budget is \$25 million, which includes \$22.2 million in operating expenditures and \$2.8 million in capital transfers to fund the City's FY 2023-24 Capital Improvement Program. This is an increase of \$1.3 million or 5.3% of the revised FY 2022-23 budget.

TRANSFERS FOR CAPITAL PROJECT FUNDS

The General Fund makes contributions to the City's Capital Improvement Plan (CIP) that is budgeted in various Special Revenues and Capital Funds.

Staff always strives to identify probable funding sources for projects and explore outside funding sources whenever possible. These include Federal and State Grants, County contributions, Gas Tax, and various other tax measures. When no external sources of funding can be identified, General Funds are allocated to help cover the cost of projects.

The proposed 5-Year Capital Improvement Program (CIP) has a total FY 2023-24 budget of \$20.8 million, which includes a \$2.8 million contribution from the General Fund. Additional information on the CIP can be found in the FY 2024-29 CIP Budget document.

RESERVES AND ASSIGNED FUNDS

The City's Fund Balance Policy identifies fund balances (or reserves) as falling into the following categories: Restricted, Committed, Assigned or Unassigned. In accordance with GASB Statement

No. 54 requirements and the City policy, the Council established the following designations for General Fund Committed Fund Balances:

- Operating Contingency Reserve of 30% of annual expenditures
- Economic Uncertainty Reserve of 20% of annual expenditure

The General Fund balance components are detailed in the table below. The City will have a balanced budget for FY 2023-24 with \$185 thousand as unassigned fund balance.

GENERAL FUND (RESTRICTED & UNRESTRICTED BALANCES)			
Designations	Actual 2021-22	Revised 2022-23	Proposed 2023-24
<i>Beginning Fund Balance</i>	11,139,515	15,585,152	14,963,555
Total Revenue	24,534,744	23,075,847	21,259,541
Net Operating Expenditures	14,769,988	17,727,089	20,429,436
Operating Transfers	1,871,542	1,954,936	1,753,738
Total Operating Expenditures	16,641,530	19,682,025	22,183,173
Capital Transfers	3,447,577	4,015,419	2,763,000
Total Expenditures	20,089,107	23,697,444	24,946,173
<i>Ending Fund Balance</i>	15,585,152	14,963,555	11,276,923
Reserves			
General Fund Reserve (30% of Op. Exp)	5,399,470	5,904,607	6,654,952
Economic Uncertainty Reserve (20% of Op. Exp)	3,599,647	3,936,405	4,436,635
Total Reserves	8,999,117	9,841,012	11,091,587
Unassigned Fund Balance	6,586,035	5,122,543	185,337
Reserves as a % of Total Op. Expenditures	54%	50%	50%

The General Fund Reserve provides funds for the City to cover unexpected and sharp drops in revenues due to the economy, emergency events and other unanticipated expenditures and events. The City's policy requires this reserve to be 30% of budgeted annual operating expenditures. In calculating the FY 2023-24 general fund reserves, staff included operating transfers in the expenditures figures and set aside \$6.6 million for this purpose.

The assigned Economic Uncertainty Reserve is new as of FY 2019-20 and was created in preparation for the next recession. The reserve requires 20% of budgeted annual operating expenditures. The FY 2023-24 budget provides \$4.4 million for this reserve.

Altogether, General Fund projected fund balance of \$11.1 million represents 50% (vs 50% in the FY 2022-23 budget) of operating General Fund expenditures.

**City of Half Moon Bay
FY 2023-24 Recommended Budget
General Fund Summary**

	Actual 2021-22	Revised Budget 2022-23	Recommended 2023-24
Revenue	\$ 24,534,744	23,075,847	\$ 21,259,541
Operating Expenditures	(14,769,988)	(17,727,089)	(20,429,436)
General Fund Transfers Out- Operating	(1,871,542)	(1,954,936)	(1,753,738)
Excess of Operating Revenue Over/(Under) Expenditures	7,893,214	3,393,822	(923,632)
General Fund Transfers Out - Capital (CIP)	(3,447,577)	(4,015,419)	(2,763,000)
Net Change to General Fund	4,445,637	(621,597)	(3,686,632)
Beginning Total Fund Balance	11,139,515	15,585,152	14,963,555
Ending Fund Balance	15,585,152	14,963,555	11,276,923
Reserves			
General Fund Reserve	5,399,470	5,904,607	6,654,952
Economic Uncertainty Reserve	3,599,647	3,936,405	4,436,635
Unassigned Fund Balance	\$ 6,586,035	\$ 5,122,543	\$ 185,337

Excess Revenue Over/(Under) Expenditures

There is an annual deficit in the FY 2023-24 budget of \$3.6 million caused by rising costs in existing services and the expiration of one-time funds. The deficit is mitigated from use of the unassigned fund balance.

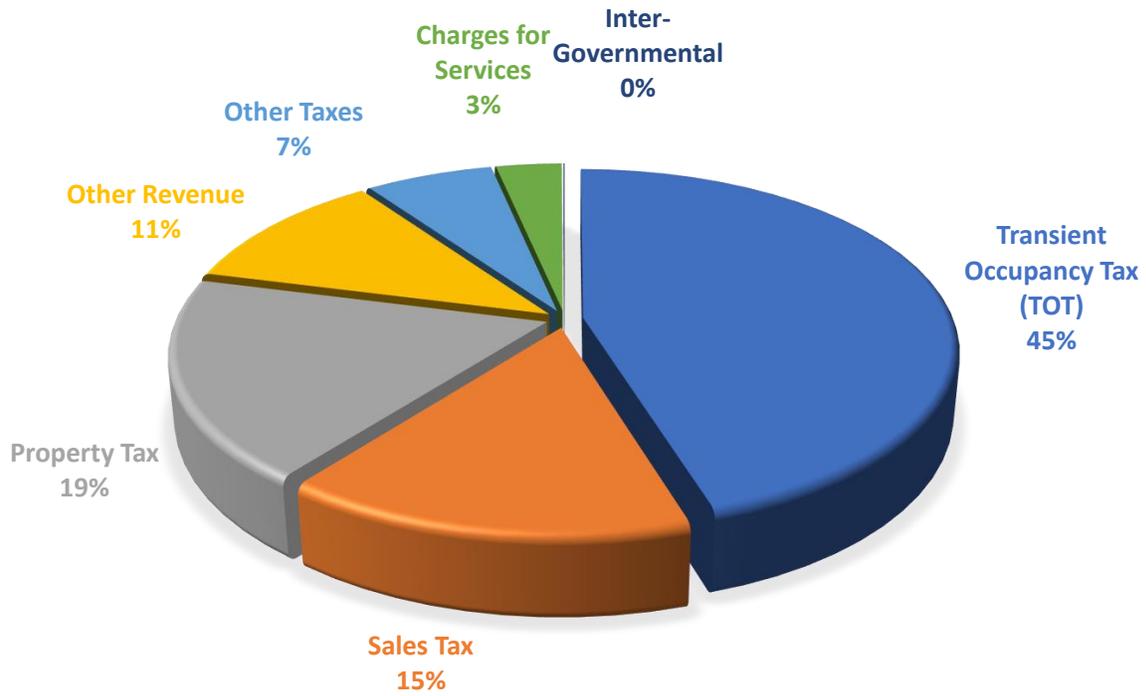
Assigned Reserves for FY 2023-24

Beginning in FY 2019-20, the City created an Economic Uncertainty Reserve targeted at 20% of budgeted annual operating expenditures. In addition with the operating reserve, general fund reserves are funded at 50% of total operating expenditures for FY 2023-24 at \$11.1 million.

City of Half Moon Bay
FY 2023-24 Budget
General Fund Revenue Detail

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Taxes				
Transient Occupancy Tax	4,817,532	9,442,518	9,603,028	9,608,500
Property Tax	3,586,408	4,598,752	3,888,050	3,911,500
Sales & Use Tax	2,763,035	3,208,517	3,396,600	3,268,200
Franchise Fees and Tax	707,353	1,028,719	1,043,583	1,065,078
Business License Tax	301,754	312,608	312,243	305,000
Total Taxes	12,176,082	18,591,115	18,243,504	18,158,278
Intergovernmental				
Relief Grants	-	1,546,805	1,546,805	-
Dept of Motor Vehicles Fees	9,117	14,220	14,220	12,000
State Reimbursements (POST/SB90)	-	-	-	-
Total Intergovernmental	9,117	1,561,025	1,561,025	12,000
Charges for Services				
Building Permits	374,180	351,193	200,000	200,000
Engineering & Planning Fees	324,151	440,672	300,488	301,188
Police Services	112,651	77,551	45,443	34,936
Recreation Services	88,028	197,175	169,000	169,000
Other	-	-	-	-
Total Charges for Services	899,011	1,066,591	714,931	705,124
Other Revenue				
Grants	169,487	27,210	5,000	5,000
Other Fees	17,403	(223,168)	391,996	243,133
Golf Fees	546,415	655,478	622,090	599,000
Interest	106,322	100,796	127,428	242,000
Parking	351,150	323,435	225,495	300,000
County Credit Reimbursement	1,797,892	1,010,121	660,198	457,721
Allocation In from Other Funds	528,923	1,422,140	524,180	537,285
Total Other Revenues	3,517,592	3,316,013	2,556,386	2,384,138
Ongoing General Fund Revenue ¹	15,458,779	22,597,354	21,230,042	21,109,541
Total General Fund Revenue	\$ 16,601,802	\$ 24,534,744	\$ 23,075,847	\$ 21,259,541

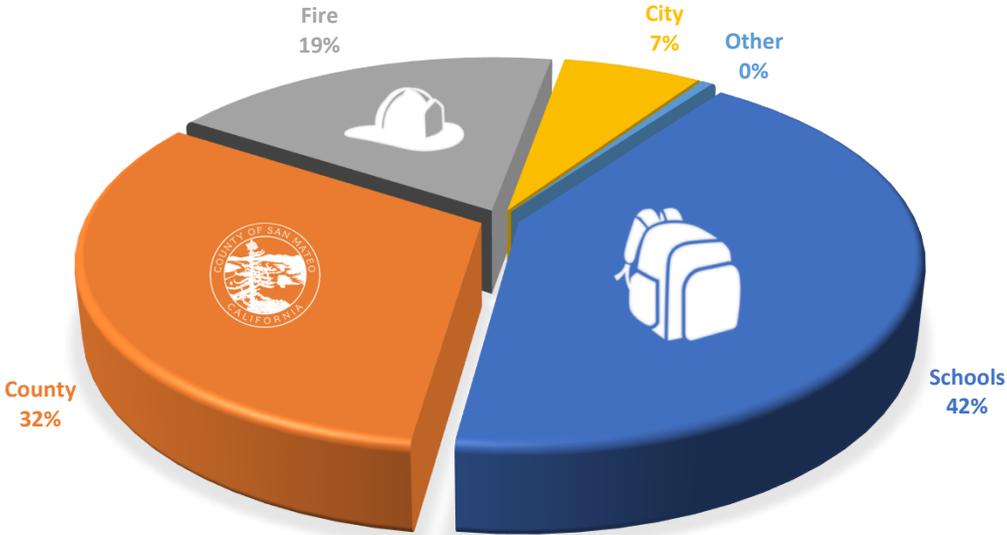
**City of Half Moon Bay
FY 2023-24 Budget
General Fund Revenue**



Transient Occupancy Tax (TOT)	\$9,608,500
Sales Tax	3,268,200
Property Tax	3,911,500
Other Revenue	2,384,138
Other Taxes	1,370,078
Charges for Services	705,124
Inter-Governmental	12,000
Total FY 2023-24 Budget	<u>\$ 21,259,541</u>

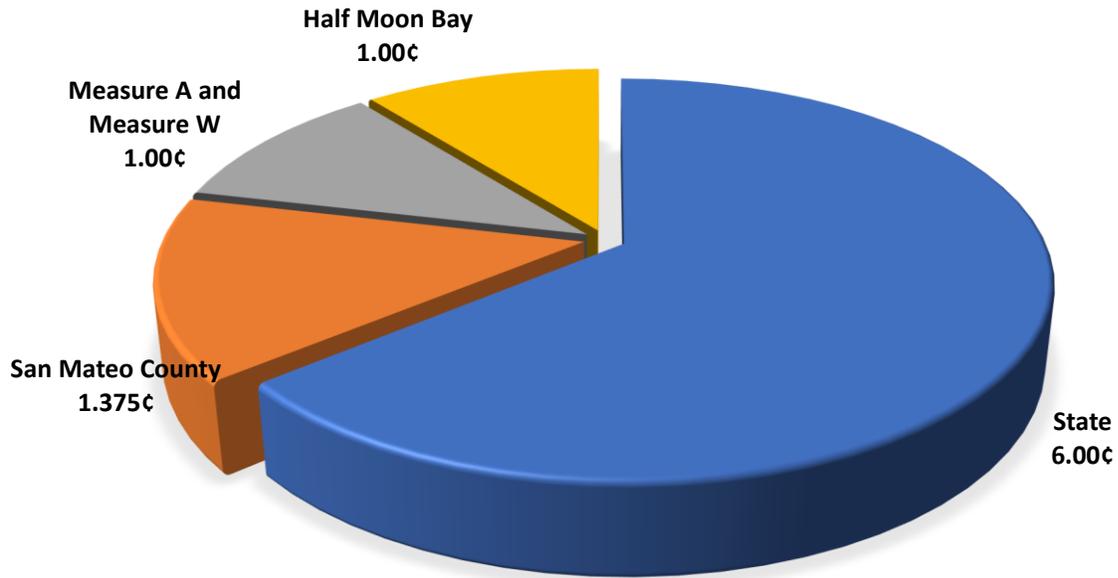
The City of Half Moon Bay's three primary revenue sources are Transient Occupancy Tax (TOT), Property Tax, and Sales Tax, which comprise 79% of total General Fund Revenue.

**City of Half Moon Bay
FY 2023-24 Budget
Property Tax Revenue**



The City of Half Moon Bay is a low property tax city with a 7% share of Property Taxes.

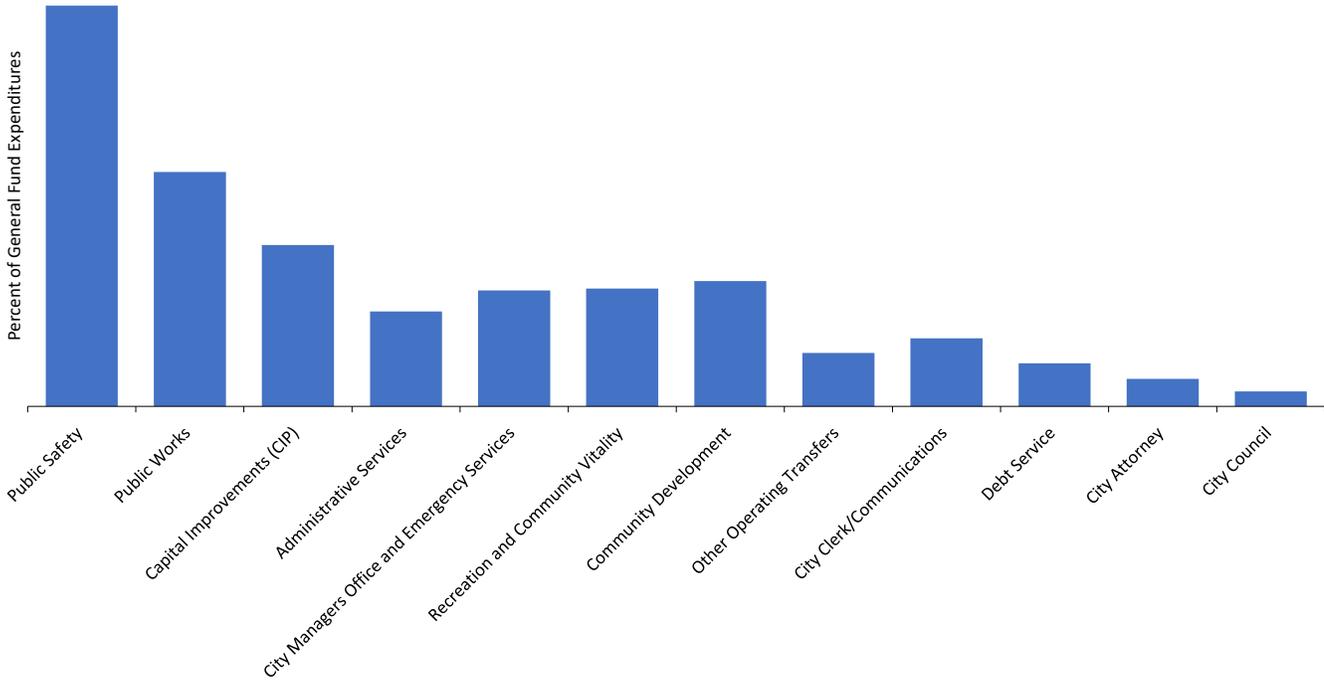
**City of Half Moon Bay
FY 2023-24 Budget
Sales Tax Revenue (9.375%)**



Half Moon Bay Sales Tax is generated primarily from three sectors. Approximately 75.6% of total Sales Tax is generated from twenty-five businesses.

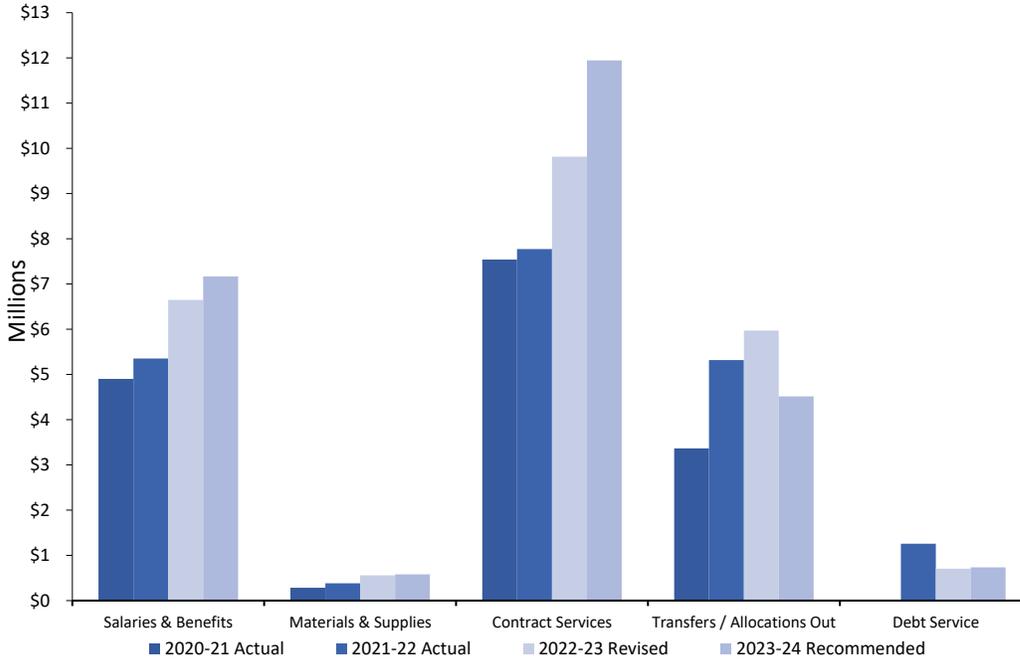
Food (grocery, restaurants)	49%
General Retail	13%
Transportation (car sales, gas stations)	24%
Other	14%
	100%

**City of Half Moon Bay
FY 2023-24 Budget
General Fund Expenditures**



Public Safety	\$	6,860,462
Public Works	\$	4,013,369
Capital Improvements (CIP)	\$	2,763,000
Administrative Services	\$	1,623,718
City Managers Office and Emergency Services	\$	1,985,642
Recreation and Community Vitality	\$	2,015,201
Community Development	\$	2,143,656
Other Operating Transfers	\$	913,474
City Clerk/Communications	\$	1,165,862
Debt Service	\$	736,610
City Attorney	\$	469,250
City Council	\$	255,930
Total FY 2023-24 Budget	\$	<u>24,946,173</u>

**City of Half Moon Bay
FY 2023-24 Budget
General Fund Expenditures Trend - By Type**



Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Revised	2023-24 Recommended	\$ Change	% Change
Salaries & Benefits	\$ 4,903,424	\$ 5,353,568	\$ 6,647,829	\$ 7,169,712	\$ 521,883	7.9%
Materials & Supplies	\$ 283,391	\$ 383,629	\$ 557,339	\$ 579,839	\$ 22,500	4.0%
Contract Services	\$ 7,541,842	\$ 7,772,790	\$ 9,817,511	\$ 11,943,275	\$ 2,125,764	21.7%
Transfers / Allocations Out	\$ 3,367,790	\$ 5,319,119	\$ 5,970,355	\$ 4,516,738	\$ (1,453,617)	-24.3%
Debt Service	\$ -	\$ 1,260,001	\$ 704,410	\$ 736,610	\$ 32,200	4.6%
Total General Fund Exp.	\$ 16,096,447	\$ 20,089,107	\$ 23,697,444	\$ 24,946,173	\$ 1,248,730	5.3%

Salaries and Benefits

Mostly through labor-related obligations such as cost-of-living and merit increases, the City anticipates an increase of \$521 K to salaries and benefits. The budget does not contain any new personnel or part-time staff.

Contract Services

Increases to this category is primarily due to rising costs in public safety. These costs include sheriff patrol services and 911 dispatch. Existing services are expected to increase by \$2.1 million.

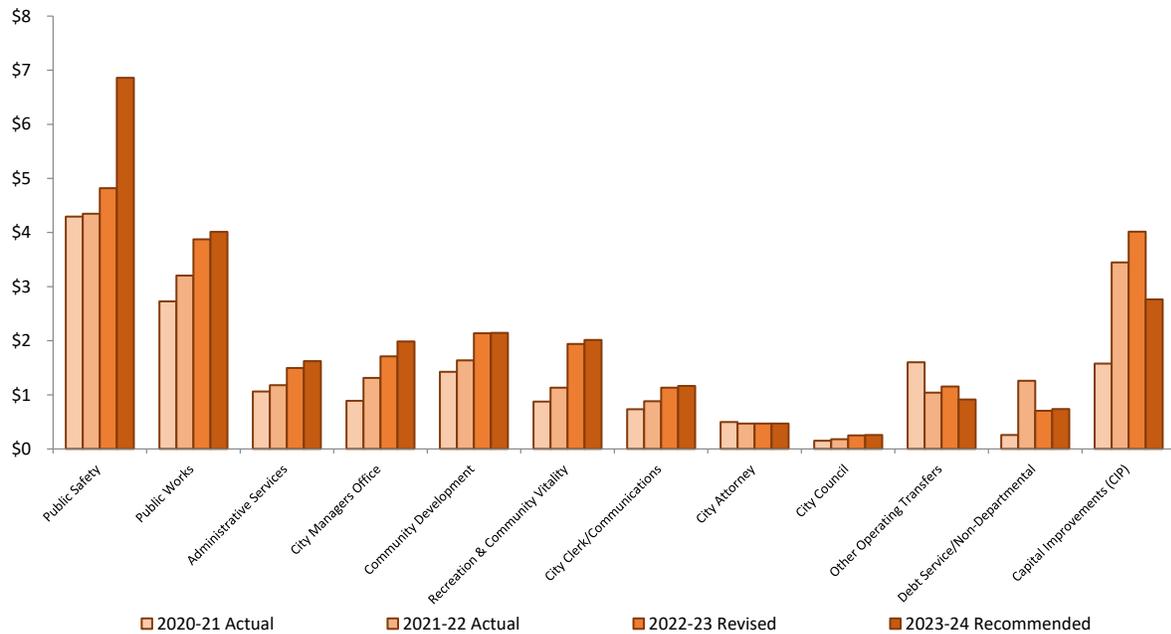
Transfers

Transfers include Capital Improvement Program (CIP) funding, debt service, and reserve funding. These category is expected to decrease by \$1.4 million, primarily due to decreases in capital project funding.

Debt Service

The City has two outstanding loans that totals a debt service payment of \$736 K for fiscal year 2023-24.

**City of Half Moon Bay
FY 2023-24 Budget
General Fund Expenditures Trend - By Department**



Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Revised	2023-24 Recommended	\$ Change	% Change
Public Safety	4,294,162	4,346,255	4,819,699	6,860,462	\$ 2,040,763	42.3%
Public Works	2,728,471	3,202,328	3,872,983	4,013,369	\$ 140,385	3.6%
Administrative Services	1,062,974	1,178,335	1,494,989	1,623,718	\$ 128,729	8.6%
City Managers Office	888,697	1,313,109	1,710,178	1,985,642	\$ 275,464	16.1%
Community Development	1,426,739	1,636,969	2,137,393	2,143,656	\$ 6,262	0.3%
Recreation & Community Vitality	875,708	1,133,616	1,940,553	2,015,201	\$ 74,648	3.8%
City Clerk/Communications	731,953	880,754	1,131,796	1,165,862	\$ 34,067	3.0%
City Attorney	496,329	467,682	469,250	469,250	\$ -	0.0%
City Council	152,325	180,175	248,677	255,930	\$ 7,253	2.9%
Departmental Expense Subtotal	12,657,357	14,339,222	17,825,520	20,533,090	\$ 2,707,570	15.2%
Other Operating Transfers	1,603,011	1,041,748	1,152,095	913,474	\$ (238,621)	-20.7%
Debt Service/Non-Departmental	257,478	1,260,560	704,410	736,610	\$ 32,200	4.6%
Operating Expenses Subtotal	14,517,846	16,641,530	19,682,025	22,183,173	\$ 2,501,149	12.7%
Capital Improvements (CIP)	1,578,601	3,447,577	4,015,419	2,763,000	\$ (1,252,419)	-31.2%
Total General Fund Exp.	16,096,447	20,089,107	23,697,444	24,946,173	\$ 1,248,730	5.3%

Public Safety

This department does not include any programmatic changes but is experiencing rising costs in existing contracts such as patrol services and 911 dispatch.

City Manager's Office

The increase in this department is primarily from the coastal clean-up contract being moved from Public Works to this function. Other increases include more staff time allocated to this department.

Public Works

Increases in this department include more supplies to support sustainability, more hours for a city surveyor, and more deferred maintenance in winter months

Capital Improvements Funding

Decreases in this category is primarily from large one-time funding in the prior year to the Corporation Yard project. This category is returning to normalized levels.

**City of Half Moon Bay
FY 2023-24 to FY 2028-29
General Fund Projections**

	2022-23 Revised	2023-24 Recommended		2024-25 Forecast		2025-26 Forecast		2026-27 Forecast		2027-28 Forecast		2028-29 Forecast	
REVENUES													
Transient Occupancy Tax	9,603,028	9,608,500	0.1%	9,848,713	2.5%	10,094,930	2.5%	10,347,304	2.5%	10,605,986	2.5%	10,871,136	2.5%
Property Taxes	3,888,050	3,911,500	0.6%	3,989,730	2.0%	4,069,525	2.0%	4,150,915	2.0%	4,233,933	2.0%	4,318,612	2.0%
Sales & Use Tax	3,396,600	3,268,200	-3.8%	3,382,600	3.5%	3,493,900	3.3%	3,565,000	2.0%	3,696,200	3.7%	3,786,300	2.4%
Total Other Taxes	1,355,826	1,370,078	1.1%	1,404,330	2.5%	1,439,439	2.5%	1,475,425	2.5%	1,512,310	2.5%	1,550,118	2.5%
Other Revenue	2,462,358	2,413,978	-2.0%	2,615,258	8.3%	2,667,563	2.0%	2,215,887	-16.9%	2,107,205	-4.9%	2,149,349	2.0%
Transfers In	524,180	537,285	2.5%	548,030	2.0%	558,991	2.0%	570,171	2.0%	581,574	2.0%	593,206	2.0%
One Time Revenue	1,845,805	150,000	-91.9%	-	-100.0%	-	-	-	-	-	-	-	-
TOTAL REVENUE	23,075,847	21,259,541	-7.9%	21,788,661	2.5%	22,324,348	2.5%	22,324,701	0.0%	22,737,208	1.8%	23,268,720	2.3%

EXPENDITURES													
Salaries & Benefits	6,647,829	7,169,712	7.9%	7,462,983	4.1%	7,710,909	3.3%	7,944,803	3.0%	8,150,566	2.6%	8,362,464	2.6%
Materials & Supplies	557,339	579,839	4.0%	585,637	1.0%	591,494	1.0%	597,409	1.0%	603,383	1.0%	609,417	1.0%
Contract Services	9,817,511	11,943,275	21.7%	12,301,573	3.0%	12,670,620	3.0%	13,050,739	3.0%	13,442,261	3.0%	13,845,528	3.0%
Debt Service	704,410	736,610	4.6%	736,352	0.0%	736,088	0.0%	735,816	0.0%	735,538	0.0%	736,000	0.1%
Operating Transfers													
Internal Service Funds	802,841	840,264	4.7%	843,462	0.4%	868,364	3.0%	893,151	2.9%	917,270	2.7%	942,136	2.7%
Pension	1,152,095	913,474	-20.7%	940,000	2.9%	921,000	-2.0%	902,000	-2.1%	874,000	-3.1%	890,000	1.8%
Capital Transfers	4,015,419	2,763,000	-31.2%	2,132,417	-22.8%	963,000	-54.8%	1,103,000	14.5%	200,000	-81.9%	-	-100.0%
TOTAL EXPENDITURES	23,697,444	24,946,173	5.3%	25,002,424	0%	24,461,475	-2.2%	25,226,917	3.1%	24,923,017	-1.2%	25,385,545	1.9%

Structural Surplus (Deficit)	(621,597)	(3,686,632)		(3,213,762)		(2,137,128)		(2,902,216)		(2,185,809)		(2,116,825)
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Beginning Fund Balance	15,585,152	14,963,555	-4.0%	11,276,923	-24.6%	8,063,161	-28.5%	5,926,033	-26.5%	3,023,816	-49.0%	838,008	-72.3%
Ending Fund Balance	14,963,555	11,276,923	-24.6%	8,063,161	-28.5%	5,926,033	-26.5%	3,023,816	-49.0%	838,008	-72.3%	(1,278,817)	-252.6%
Reserves	9,841,012	11,091,587		8,063,161		5,926,033		3,023,816		838,008		(1,278,817)	

Assumptions

Transient Occupancy Tax is expected to be flat in FY 2023-24 with the anticipated of an economic slowdown.

Property Tax is projected to be relatively flat in FY2023-24. This category is expected to increase by less than 1%

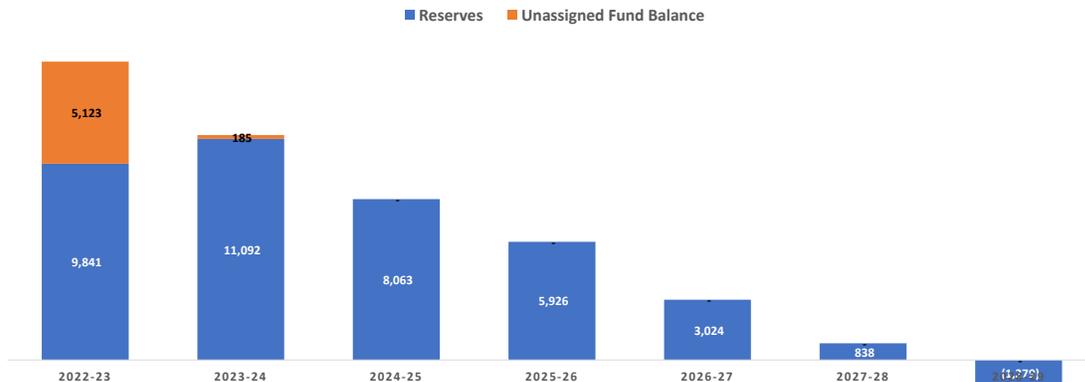
Sales Tax is projected to decrease by 3.8% in FY 2023-24 but then increase by an average of 3.0% each year based on information provided by the City's external sales tax consultant.

Operating Transfers - Internal Service Funds assumes 4% of the total of all other operating expenditures

Operating Transfers-Pension is based on the UAAL estimates as provided by CalPERS

Capital is based on the 5-year Capital Improvement Program (CIP) and the estimated general fund contribution

ENDING GENERAL FUND BALANCES PROJECTION



GENERAL FUND

FUND 101

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Taxes	12,176,082	18,591,115	18,243,504	18,158,278
Intergovernmental	9,117	1,561,025	1,561,025	12,000
Charges for Services	899,011	1,066,591	714,931	705,124
Other Revenue	2,988,669	1,893,873	2,032,207	1,846,854
TOTAL REVENUE	16,072,879	23,112,604	22,551,667	20,722,257
EXPENDITURES				
Salaries & Benefits	4,903,424	5,353,568	6,647,829	7,169,712
Materials & Supplies	283,391	383,629	557,339	579,839
Contract Services	7,541,842	7,772,790	9,817,511	11,943,275
Debt Service	-	1,260,001	704,410	736,610
Miscellaneous	-	-	-	-
TOTAL EXPENDITURES	12,728,657	14,769,988	17,727,089	20,429,436
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Sewer Fund	528,923	511,395	524,180	537,285
From Other Funds	-	910,745	-	
To Capital Projects	(1,578,601)	(3,447,577)	(4,015,419)	(2,763,000)
To Other Funds	(1,789,189)	(1,871,542)	(1,954,936)	(1,753,738)
NET TRANSFERS	(2,838,867)	(3,896,979)	(5,446,175)	(3,979,453)
NET CHANGE TO FUND BALANCE	505,355	4,445,637	(621,597)	(3,686,632)
BEGINNING FUND BALANCE ¹	10,634,160	11,139,515	15,585,152	14,963,555
ENDING FUND BALANCE	11,139,515	15,585,152	14,963,555	11,276,923

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for FY 2022-23 ending balance.

Department Budgets



50th Half Moon Bay Art and Pumpkin Festival



Department Budgets

Department Budgets	F	Public Safety	F-63
Department Budget Contents	F-2	<ul style="list-style-type: none"> • Public Safety Narrative F-64 • Public Safety Budget F-67 	
City Council	F-3		
<ul style="list-style-type: none"> • City Council Narrative F-4 • City Council Budget F-7 			
City Manager	F-9	Public Works	F-69
<ul style="list-style-type: none"> • City Manager’s Org Chart F-10 • City Manager’s Narrative F-11 • Performance Measures F-16 • Administration Budget F-18 • Recreation Services Budget F-20 • Community Vitality Budget F-22 • Emergency Services Budget F-24 		<ul style="list-style-type: none"> • Public Works Org Chart F-70 • Public Works Narrative F-71 • Performance Measures F-77 • Administration Budget F-79 • Engineering Budget F-81 • Maintenance Budget F-83 	
City Attorney	F-26	Community Development	F-85
<ul style="list-style-type: none"> • City Attorney Narrative F-27 • City Attorney Budget F-29 		<ul style="list-style-type: none"> • Comm Dev Org Chart F-86 • Comm Development Narrative F-87 • Performance Measures F-91 • Administration Budget F-92 • Planning Services Budget F-94 • Building & Code Enforc. Budget F-96 	
City Clerk & Communications	F-31		
<ul style="list-style-type: none"> • Clerk & Comm Org Chart F-32 • Clerk & Comm Narrative F-33 • Performance Measures F-36 • City Clerk Budget F-37 • Communications Budget F-39 			
Administrative Services	F-41		
<ul style="list-style-type: none"> • Admin Services Org Chart F-42 • Admin Services Narrative F-43 • Performance Measures F-48 • Administration Budget F-49 • Finance Budget F-51 • Human Resources Budget F-53 • Information Technology Budget F-55 • Risk Management Budget F-58 			



City Council



Core Services

The core services of the City Council of Half Moon Bay are to create policy related to providing high-quality public services and facilities in a fiscally sustainable, responsive, and friendly manner, which fosters a safe and healthy community in a semi-rural setting.

Description

The City Council is the governing body of the City. It provides community leadership, establishes policies that reflect the needs, wishes, and priorities of the community of Half Moon Bay, and enacts laws and adopts resolutions and ordinances. The Mayor and City Council represent the City on various local, regional, and state policy committees and commissions. The City Council also reviews proposed State of California legislation and provides formal input into the legislative process. The City Council meets the first and third Tuesday of each month in formal public session and occasionally in additional special meetings and study sessions.

Service Priorities

- Deliberate on all matters brought before the City Council at its public meetings, make decisions relative to those matters, while striving to meet the Elements of the Strategic Plan.
- Establish priorities for the City of Half Moon Bay.
- Allocate financial resources necessary to meet priorities and goals to provide community services.

Staffing

The Council is composed of five members who are elected by district on a non-partisan basis for four-year staggered terms. The Mayor is currently appointed annually from among the elected councilmembers.

Service Level Changes

The current level of service will be maintained.

Budget Highlights / Summary of Changes

The City Council budget consists of funding for the five independently elected Councilmembers as well as travel and miscellaneous expenses to carry out the work of the City.

Fiscal Year 2022-2023 Accomplishments

- Completed 2022 Municipal Election
- Provided grants and support to community organizations providing services to the community related to the COVID-19 Pandemic through the CSFA Grant process.
- Received \$2.5M from County to establish small business and job-seeker center

- Received \$280K total from County, Kaiser, and State to support CARES program
- Received > \$750K to establish a Coastside Safe Parking Program, a partnership between the County, City, and WeHope
- Received grant funding from Chan Zuckerberg Initiative to support Coastside Recovery efforts
- Hosted Congresswoman Jackie Speier Coastside farewell
- Hosted first Veterans Eve Event
- Approved placement of Pumpkin Festival 50th Anniversary Commemorative Mural
- Adopted a building electrification ordinance
- Conducted a Public Safety Survey and published report
- Expanded the Crisis Assistance Response and Evaluation Services (CARES) Pilot Program in collaboration with El Centro De Libertad and the County of San Mateo to serve the Coastside from Devils Slide to Moonridge
- Continued efforts to support the Coastside Recovery Initiative, a collaborative effort with the Coastside Chamber of Commerce and San Mateo County dedicated to economic recovery on the Coastside
- Executed a State of Emergency in response to the catastrophic December/Storms
- Provided intensive coordination and culturally appropriate service linkage to survivors of the January 23 mass casualty incidents
- Established an Executive Order toward the creation of a centralized victims fund for the survivors of the January 23rd mass casualty incidents
- Entered into an agreement with Mercy Housing for affordable housing on the 555 Kelly site
- Launched Downtown Revitalization Project. Entered into professional services agreement with Toole Design to create a Streetscape Master Plan.
- Established HMB-Coastside Age Friendly Community (AFC) coalition and developed communications for older adult residents.
- Completed the draft Housing Element Development, conducted outreach, and presented to city meetings.

Fiscal Year 2023-2024 Goals / Strategic Plan Elements

- Complete construction on Carter Park.
- Continue efforts on affordable housing strategy, including pursuing opportunities for housing development, conducting Town Center planning, and updating elements of the General Plan (Healthy Communities and Public Safety, Infrastructure and Environment).
- Continue efforts related to law enforcement and policing, including work with the public safety subcommittee and holding community meetings (Healthy Communities and Public Safety).

- Continue to redevelop and update the City’s Emergency Operations Plan and establish a Crisis Communications Plan (Healthy Communities and Public Safety).
- Continue work on the Climate Action and Adaptation Plan including coordination with the Local Hazard Mitigation Plan and General Plan (Infrastructure and Environment).
- Continue efforts related to Transportation Demand Management (Infrastructure and Environment).
- Continue efforts on economic recovery and development, including work on the Coastside Recovery Initiative (Fiscal Sustainability, Inclusive Governance).
- Continue to work with the Coastside Chamber of Commerce to support and sustain a business environment that contributes to economic prosperity, revenue generation, and improves the economic well-being of the community (Fiscal Sustainability).
- Continue working on affordable housing initiatives.
- Continue to identify potential housing sites and work to enable affordable housing development of publicly- and privately-owned properties.
- Provide short-term housing support. Identify viable short-term opportunities, seek Emergency Housing Funding by working with local CBOs to distribute emergency housing funds (from the Affordable Housing Fund) to residents in need to prevent displacement.
- Support community mental health initiatives through CSFA program, Mental Health Workgroup, Substance Abuse Workgroup, CUSD mental health fair (ongoing)
- Complete emergency preparedness and evacuation plans for tsunamis, wildfires, dam inundation, and shelters-in place.
- Implement the Capital Improvement Program to include the Storm Water Master Plan Update; Kehoe/Pilarcitos Outfall Repair; Roosevelt Ditch Spot Repair; and Kehoe Watershed Enhancement and Environmental Stewardship Project.
- Make downtown Improvements to Mac Dutra (placita cultural); Public Art and Murals; and Wayfinding Signage CIP project.

DIVISION EXPENSE BY CATEGORY

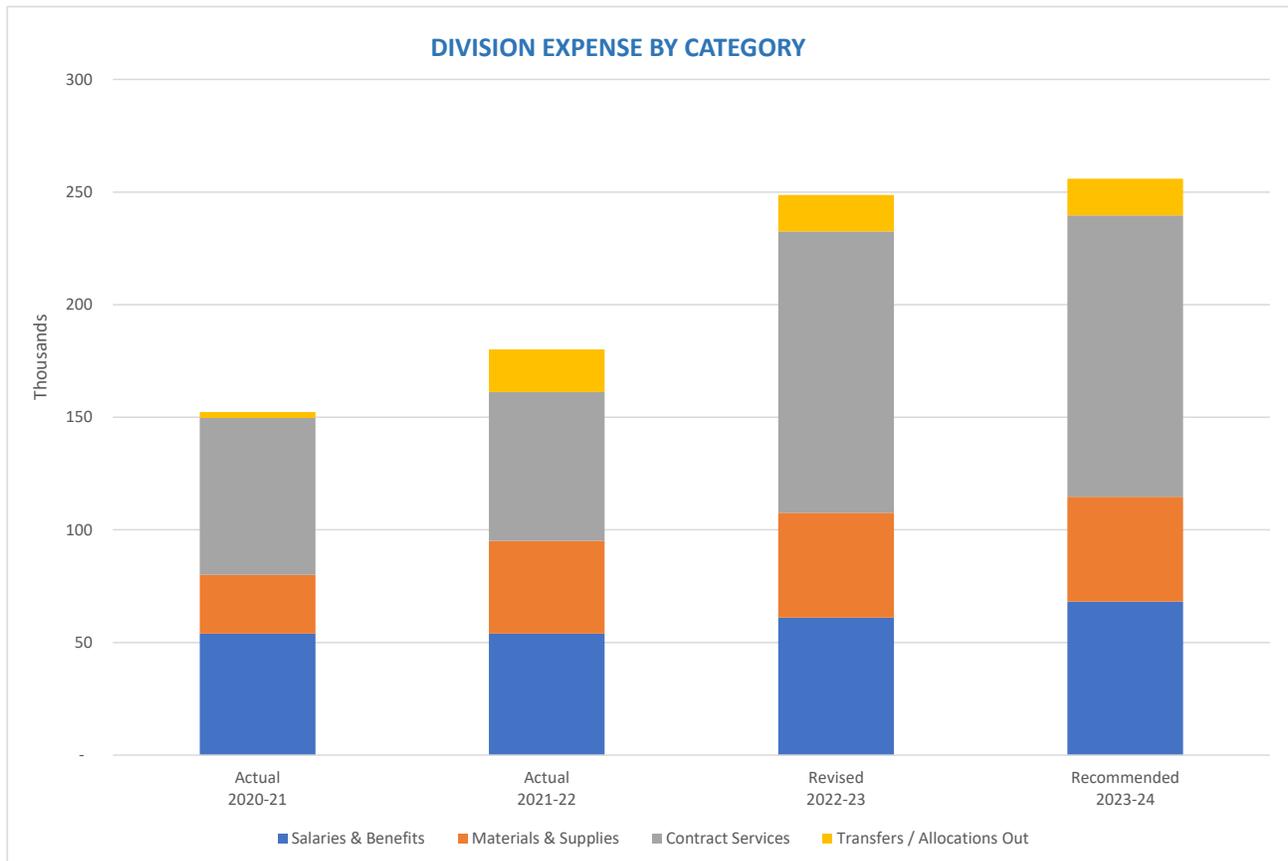
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	53,933	53,933	61,038	68,142
Materials & Supplies	26,199	41,171	46,500	46,500
Contract Services	69,537	66,100	125,000	125,000
Transfers / Allocations Out	2,656	18,971	16,140	16,287
Division Total	152,325	180,175	248,677	255,930

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	-	1,547	-	-
General Fund	152,325	178,628	248,677	255,930
Division Total	152,325	180,175	248,677	255,930

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Council Member	5.00	5.00	5.00	5.00
FTE Total	5.00	5.00	5.00	5.00



DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	53,933	53,933	61,038	68,142
6101	General Supplies	1,241	6,364	6,000	6,000
6103	Awards/Promotions	-	-	500	500
6201	Training/Meetings	12,560	31,112	25,000	25,000
6202	Memberships, Dues & Subscriptions	12,398	3,695	15,000	15,000
6301	Contract Services (Non-Govt)	8,037	4,000	5,000	5,000
6306	Cable TV Expense	61,500	62,100	85,000	85,000
6321	Interpretation Services	-	-	35,000	35,000
7201	General Transfers Out	2,656	-	-	-
7203	Vehicle ISF	-	2,877	570	682
7204	Equipment Fund ISF	-	7,254	7,062	7,279
7205	Risk Management ISF	-	8,840	8,508	8,326
Division Total		152,325	180,175	248,677	255,930

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4902	Miscellaneous Revenue	-	1,547	-	-
	General Fund Contribution	152,325	178,628	248,677	255,930
Division Total		152,325	180,175	248,677	255,930

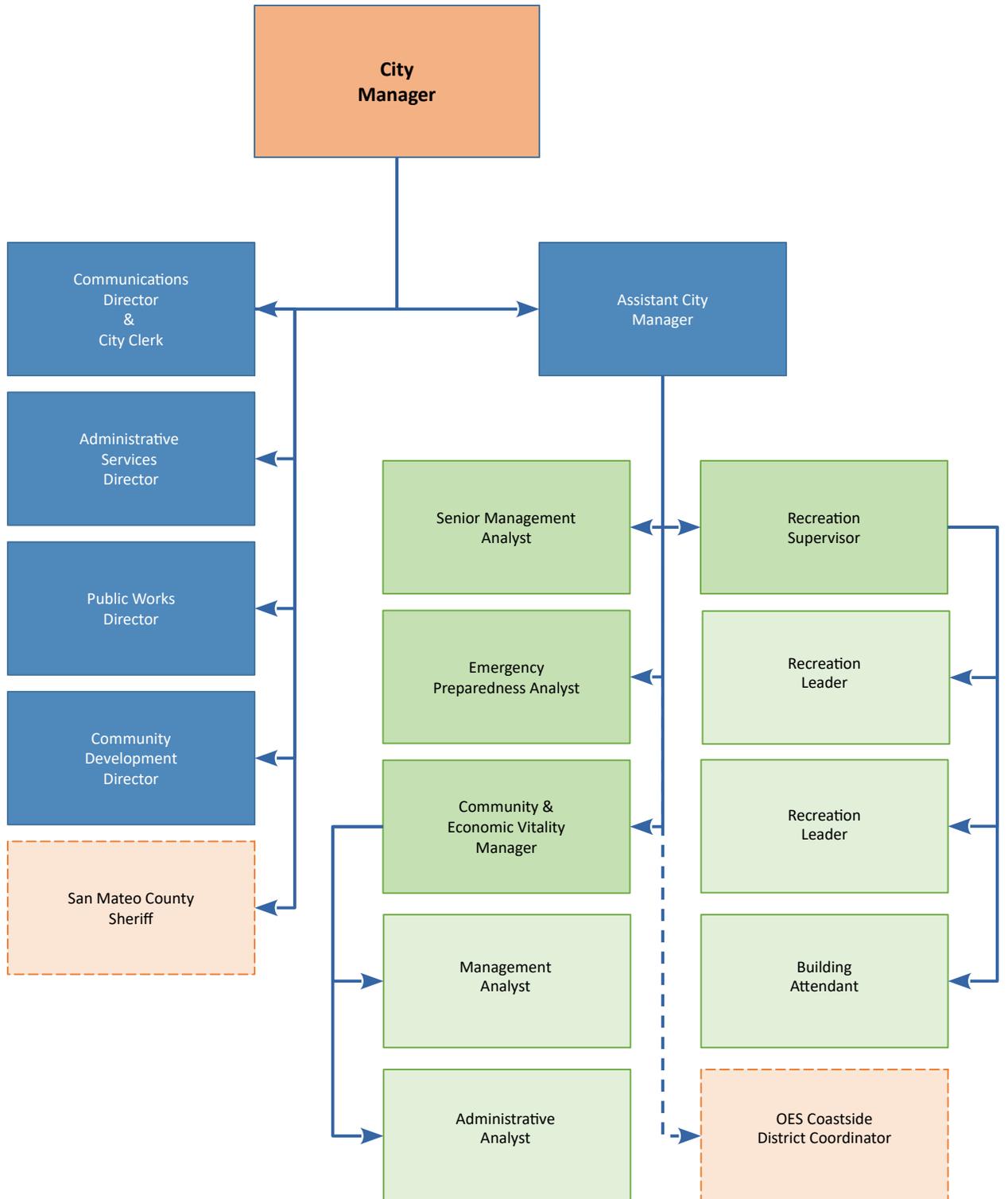
PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items.
6100-6199	Supplies & Materials	Adhoc supplies and materials for City Council is budgeted here. No change to this category
6200-6299	Training & Memberships	Meetings and conferences for council members on city affairs.
6300-6399	Contract Services	Costs include the broadcasting and interpretation services of public council meetings.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



City Manager

City Manager's Department





Core Services

The core services of the City Manager's Office provide overall leadership and management of the City, execute Council policy, and ensure that residents of Half Moon Bay receive fair treatment, excellent customer service, and appropriate stewardship of tax revenue, in support of a vibrant community with well-maintained infrastructure and a broad range of customary public services.

Description

The City Manager's Office provides overall management of City operations and oversight of City departments. The City Manager is responsible for carrying out the strategic goals, policies, and directives of the City Council, for the effective and cost-efficient management of City operations and personnel, and for preparing and submitting the annual budget to the Council. The City Manager authorizes and oversees the hiring of all City Staff.

Service Priorities

- Oversee the delivery of public services in accordance with all federal and state laws, and the policies, ordinances, and resolutions adopted by the City Council.
- Direct and organize City departments, programs, and services.
- Carry out elements of the Strategic Plan and City Council priorities.
- Recommend the adoption of policies and ordinances, as necessary.
- Ensure the long-term fiscal viability of the City.
- Increase the productivity, efficiency, and effectiveness of the organization.
- Enforce contracts, agreements, and permits authorized by the City Council.
- Advise the City Council on matters regarding current and future fiscal, staffing, and program needs of the City.
- Oversee customer service, and community engagement.
- Provide and expand quality recreational services and opportunities to individuals and families.
- Provide and expand health and wellness opportunities to youth, adults, and seniors.
- Provide and expand enrichment activities for all ages.
- Provide community gathering and meeting spaces through facility rentals.
- Provide opportunities for community engagement in recreation services programs.

Staffing

The City Manager's Department is comprised of the City Manager, Deputy City Manager, a Senior Management Analyst, and an Executive Assistant. The City Manager's Office provides direct oversight of the Emergency Services, Economic and Community Vitality, and Recreation Services Divisions, which respectively include a Manager, two Management Analysts, an Administrative Analyst, a Recreation Supervisor, two Recreation Leaders, and part-time Building Attendants.

Service Level Changes

In Fiscal Year 2022-23, the creation of two new positions within the newly restructured Economic and Community Vitality Division, a Manager and an Administrative Analyst, facilitated a redistribution of responsibilities within the City Manager's Office, for an increased focus on economic recovery and development, grants management, coordination with non-profits and other service providers, and the expansion and institutionalization of the CARES program. There are no anticipated service level changes for FY 2023-24.

Budget Highlights / Summary of Changes

The City Manager's Office was reorganized in FY 2022-23 to facilitate thoughtful and proactive approaches to each of the areas of responsibility within the department, as well as some new areas of responsibility and new long-term projects. Turnover in the department and throughout the City, along with several interim and special assignments, made implementing the reorganization challenging, but progress was made that validated the new structure. The new Economic and Community Vitality Division took on greater responsibility for economic recovery and development, coordination with non-profits and other service providers, and collaborating and supporting cross-departmental initiatives like housing and age friendly communities. These changes allowed Senior Management Analyst to develop and manage a robust citywide grants management program, take on oversight of department budget development and tracking, and lead additional special projects. In the future, the Assistant City Manager will have additional bandwidth to provide more focused oversight of Recreation, Emergency Services and Public Safety, and large initiatives such as community access to digital infrastructure, as well as continued oversight and expansion of the CARES program.

The Department is comprised of the following divisions:

Emergency Services

Core Services

The core services of the Emergency Services division assist residents and businesses, along with other Coastside communities and City staff to be prepared for and better respond to emergencies and disasters.

Description

The Emergency Services division works in partnership with the San Mateo County Office of Emergency Services to prepare staff, Coastside agencies and residents to effectively respond to emergencies. The division develops and updates the general emergency operations plans and the Hazard Mitigation Plan, trains staff in emergency operations procedures, and serves as the City's representative on the Coastside Emergency Action Program and the San Mateo County Emergency Managers Association to assist with local and regional emergency preparedness efforts.

Recreation

Core Services

The core services of the Recreation division enrich lives within the community through affordable, accessible citywide programs that promote educational and recreational opportunities that contribute to a healthy community and lifestyles.

Description

The Recreation division is responsible for delivering quality, affordable recreation programs and opportunities for community enrichment to the residents of Half Moon Bay and the Coastside. The division works closely with the Parks and Recreation Commission to identify opportunities to improve and expand recreation programs and to implement the recommendations in the Parks Master Plan. The division is responsible for coordinating, renting, and scheduling City facilities, including Smith Field, the Train Depot, the Ted Adcock Community Center, and the Half Moon Bay Library.

Economic and Community Vitality

Core Services

The core services of the Economic and Community Vitality division focus on innovation and job creation, expanding higher education and vocational programs, revitalizing commercial and community spaces, helping the City's business and nonprofit community thrive, and using the region's abundance of natural assets to drive economic growth. The division also supports efforts that address other critical work adjacent and quality of life issues, such as housing, transportation, digital infrastructure and access, and childcare. These strategies are carried out through culturally competent, city-led and city-supported initiatives and activities that engage the community, build connections, and create opportunities for all, including our most vulnerable residents.

Description

The Economic and Community Vitality division plays a key role in advancing strategies that promote economic and community wellbeing. The division serves as a link between the City, local businesses, and community organizations as well as other government agencies, labor, philanthropy, academia, research institutions, and regional entities with the goal of creating a more equitable, vibrant, and resilient future for our community.

FY 2022-23 Department Accomplishments

- Guided the City Council in further updating its Strategic Plan and priorities.
- Coordinated and facilitated three City Council Listening Sessions for residents to express their priorities and interests, leading up to a Council Priorities Setting meeting and the development of the FY 2023-24 Budget.
- Secured \$2.5M in County funding for a new Opportunity Center of the Coastside to support small businesses, entrepreneurs, job seekers, and job growth.
- Secured \$400K of philanthropic funding for digital navigators and a farming cooperative.

- Activated a temporary evacuation point, food, digital access, and resources to Coastsiders during the most severe atmospheric river storms following the declaration of a State of Emergency by the City Manager.
- Provided intensive coordination and culturally appropriate service linkage to survivors of the January 23 mass casualty incidents.
- Established an Executive Order toward the creation of a centralized victims fund for the survivors of the January 23rd mass casualty incidents.
- Continued to manage implementation of the Crisis Assistance Response and Evaluation Services (CARES) program to provide improved outcomes and a more dignified and appropriate response to mental health crises in Half Moon Bay; completed the initial pilot phase and issued a request for qualifications to identify the long-term operating partner; applied for multiple sources of grant funding to operate the program for the next several fiscal years.
- Continued the Community Services Financial Assistance Grant Program to support local non-profits who serve the Half Moon Bay Community; created a new cohort of grant recipients in response to a Coastside Recovery Initiative recommendation calling for more coordinated and integrated services among safety net providers.
- Facilitated bi-monthly food distributions in partnership with the Second harvest Food Bank, providing food for hundreds of families.
- Completed one year of usage of the Boys and Girls Club of the Coastside Event Center for Recreation programming and events, paving the way for future collaboration and shared usage between the Club, School District and City.
- Created several new recreation classes and camps and began offering programming utilizing Recreation staff as leaders and instructors for our first internally-run set of classes.
- Co-hosted new annual special event with Northern California Amateur Skateboard League for the NCASL Skateboard Competition
- Concluded a 2-year residency of County-sponsored Covid Testing at the Ted Adcock Community Center serving thousands of coastside residents.
- Continued to support the Make It Main Street first Thursday events in downtown Half Moon Bay, bringing Coastside artists, creators, and makers together with non-profits and community to connect, exchange, and share while stimulating the downtown economy on a monthly basis from Spring through Fall of each year.
- Facilitated multiple public art donations and commissioned the new Pumpkin Festival mural on Kelly Avenue.

FY 2023-24 Department Goals / Strategic Plan Elements

- Advance projects that link to the City's Strategic Plan and Council Priorities (All Strategic Elements).
- Continue to review and revise staff structure to maximize efficiency and increase performance (Fiscal Sustainability, Inclusive Governance).
- Work with City Council to increase transparency and reporting on the City's Strategic Plan and Council Priorities (Infrastructure and Environment).

- Collaborate with Community Development to provide information and policies to address the lack of affordable housing (Healthy Communities and Public Safety).
- Continue to collaborate with the Sheriff's Office, local agencies, and residents to address public safety and law enforcement concerns and identify innovative programs to improve community relations and response to vulnerable communities (Healthy Communities and Public Safety).
- Collaborate with the City's departments, regional public agencies, and local groups to develop and implement plans to better prepare the City, its residents, and the greater Coastside for natural disasters and other emergencies (Healthy Communities and Public Safety).
- Continue to lead efforts around implementing and institutionalize Coastside Recovery Initiative recommendations through partnerships with the Chamber of Commerce and other business groups (Inclusive Governance).
- Continue to lead the Coasthouse Community Advisory Committee and work with the County and local service providers on supporting the homeless and the shelter (Inclusive Governance, Healthy Communities and Public Safety).
- Work with the Parks and Recreation Commission to implement City priorities and the Parks Master Plan (Inclusive Governance, Healthy Communities and Public Safety).
- Develop and implement additional recreation and community activities and continue to expand the number and types of classes offered to reach a broader and more diverse group of residents, including more staff led programs (Healthy Communities and Public Safety, Inclusive Governance).
- Sponsor community-based special events that provide opportunities for local non-profits to fundraise and outreach to the community (Inclusive Governance).
- Continue to engage in regional partnerships to support projects in Half Moon Bay and those potentially impacting the Coastside (Inclusive Governance, Infrastructure and Environment).



Performance & Workload Measures

Emergency Services

Core Service and Measure	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Estimated	Projected
Assist residents and businesses to be prepared for and better respond to emergencies and disasters				
Annual review and update of emergency specific evacuation plans	No	Yes	Yes	Yes
Assist City staff to be prepared for and better respond to emergencies and disasters				
Annual review and update of Emergency Operations Plan	No	Yes	Yes	Yes
Percent of staff up-to-date with ICS trainings	75%	75%	50%	95%
Workload Measures				
Number of community members receiving outreach/education materials	n/a	n/a	n/a	100

Recreation Services

Core Service and Measure	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Estimated	Projected
Provide affordable and accessible educational and recreational programs that contribute to a healthy community and lifestyles				
Mail quarterly recreation guides to Coastside households	No	Yes	Yes	Yes
Percent of participants in recreation classes utilizing the Rollie Wright Scholarship	1%	1%	1%	1%
Provide affordable and accessible facilities to community members and organizations				
Percent of facility rentals provided to HMB residents and organizations	n/a	80%	85%	86%
Percent of commercial facility rentals by non-profit organizations	n/a	n/a	22%	28%
Workload measures				
Number of Recreation class participants	385	1444	1845	2250
Number of facility rentals	102	305	399	435

Economic & Community Vitality

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Support programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities				
Participate in the Coastside Collaborative monthly meetings	Yes	Yes	Yes	Yes
Percent of CSFA grant recipients meeting all goals and outcomes	100%	100%	90%	90%
Support economic recovery and development efforts				
Percent of Coastside Recovery Initiative recommendations with significant implementation activity	n/a	n/a	50%	66%
Average occupancy rate of available hotel rooms (calendar year)	37%	51%	60%	TBD
Workload Measures				
Number of CSFA grant recipients	18	20	9	TBD
Annual distribution of CSFA grant funds (in \$)	225,000	250,000	300,000	300,000

CITY MANAGER'S OFFICE

101-120

DIVISION EXPENSE BY CATEGORY

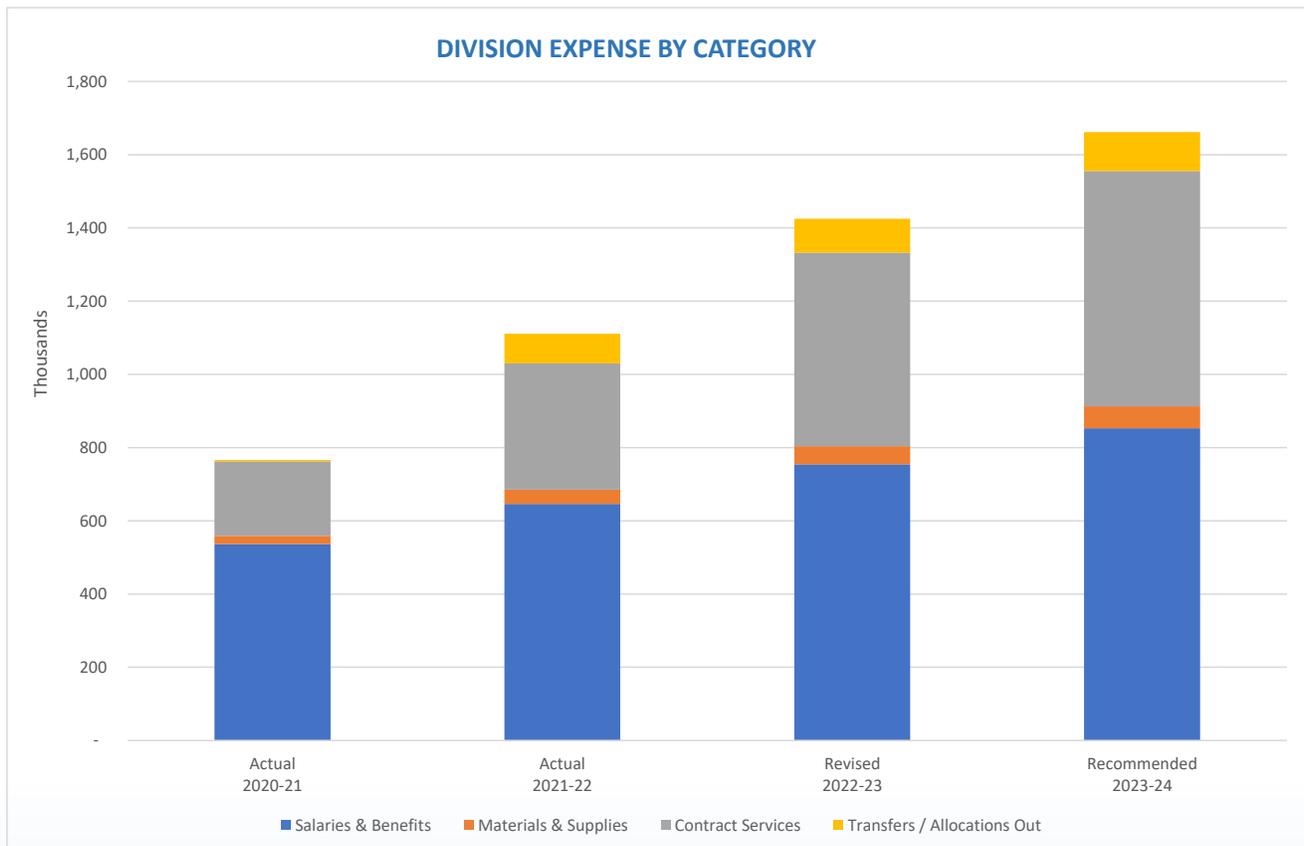
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	536,525	646,042	754,161	852,505
Materials & Supplies	22,178	39,016	50,000	60,000
Contract Services	203,238	344,828	528,172	643,172
Transfers / Allocations Out	4,059	80,795	92,473	105,732
Division Total	765,999	1,110,680	1,424,806	1,661,410

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	42,278	61,000	299,158	150,000
General Fund	723,721	1,049,680	1,125,649	1,511,410
Division Total	765,999	1,110,680	1,424,806	1,661,410

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
City Manager	0.85	0.85	0.85	0.85
Assistant City Manager	0.35	0.35	0.35	0.35
Senior Management Analyst	0.80	0.90	1.00	1.00
Management Analyst	0.40	0.50	0.40	0.25
Community Preservation Specialist	-	-	-	0.50
Executive Assistant	-	1.00	1.00	1.00
FTE Total	2.40	3.60	3.60	3.95



DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	536,525	646,042	754,161	852,505
6101	General Supplies	5,653	17,643	15,000	25,000
6201	Training/Meetings	2,472	7,232	20,000	20,000
6202	Memberships, Dues & Subscriptions	14,053	14,140	15,000	15,000
6301	Contract Services (Non-Govt)	198,238	108,755	403,172	403,172
6320	Professional Services	-	187,573	25,000	140,000
6610	JPA/District Contributions	-	40,000	-	-
6699	Miscellaneous Expense	5,000	8,500	100,000	100,000
7201	General Transfers Out	4,059	-	-	-
7203	Vehicle ISF	-	12,254	3,269	4,428
7204	Equipment Fund ISF	-	30,892	40,460	47,254
7205	Risk Management ISF	-	37,649	48,744	54,050
Division Total		765,999	1,110,680	1,424,806	1,661,410

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4902	Miscellaneous Revenue	42,278	61,000	299,158	150,000
	General Fund Contribution	723,721	1,049,680	1,125,649	1,511,410
Division Total		765,999	1,110,680	1,424,806	1,661,410

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Various office supplies and materials to support operations. Slight increase to support the coastal clean up contract.
6200-6299	Training & Memberships	Training, professional memberships, and conferences.
6300-6399	Contract Services	Costs include supporting the CARES project and program evaluation, grants support, and annexation support.
6600-6699	Other Expenses	Amounts here encompass support for various City events such as Make it Main Street, the Pumpkin Festival, and the Wine and Jazz Festival.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

RECREATION SERVICES

101-610

DIVISION EXPENSE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	281,943	378,701	456,341	495,349
Materials & Supplies	14,230	29,167	34,000	34,000
Contract Services	36,151	101,270	116,380	124,380
Transfers / Allocations Out	4,491	45,012	42,111	44,431
Division Total	336,815	554,150	648,832	698,160

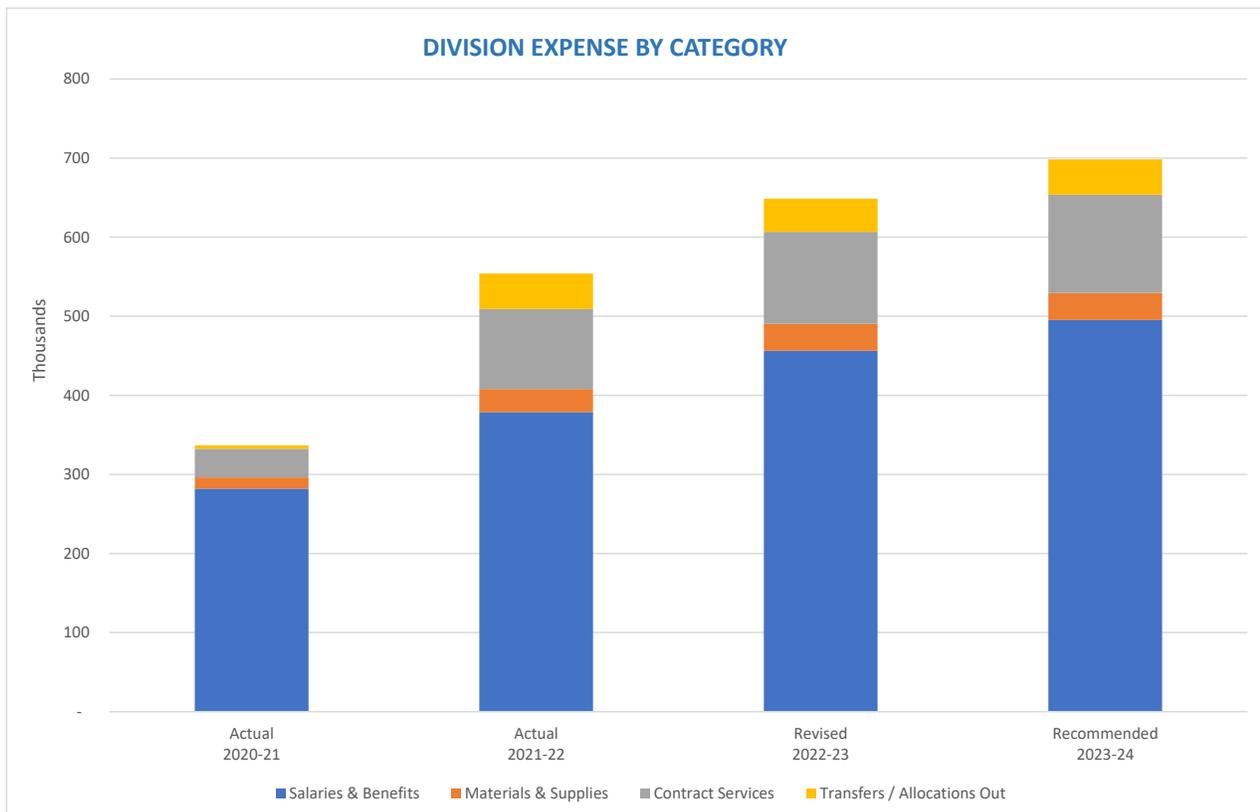
DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Charges for Services	88,028	197,175	169,000	169,000
Other Revenue	15,592	9,130	10,000	10,000
General Fund	233,195	347,845	469,832	519,160
Division Total	336,815	554,150	648,832	698,160

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Assistant City Manager	0.20	0.20	0.20	0.20
Senior Management Analyst	0.10	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Leader I/II/III	1.00	2.00	2.00	2.00
FTE Total	2.30	3.20	3.20	3.20

Part-Time non-benefited employees included: Building Attendant (3,120 hours)



RECREATION SERVICES

101-610

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	281,943	378,701	456,341	495,349
6101	General Supplies	8,814	21,149	20,000	20,000
6201	Training/Meetings	143	2,756	6,000	6,000
6202	Memberships, Dues & Subscriptions	5,273	5,262	8,000	8,000
6301	Contract Services (Non-Govt)	3,704	40,399	51,700	51,700
6302	Contract Services (Govt)	1,387	-	-	-
6303	Advertising Costs	1,136	3,476	2,000	10,000
6307	Contract Classes	29,924	57,395	62,680	62,680
7201	General Transfers Out	4,491	-	-	-
7203	Vehicle ISF	-	6,827	1,488	1,861
7204	Equipment Fund ISF	-	17,210	18,425	19,857
7205	Risk Management ISF	-	20,975	22,197	22,713
Division Total		336,815	554,150	648,832	698,160

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4202	Special Events Permits	5,069	-	-	-
4204	Special Events Permits	1,159	5,846	2,000	2,000
4551	Parks & Recreation Classes	66,666	103,684	90,000	90,000
4710	Facilities Rental	15,135	87,645	77,000	77,000
4902	Miscellaneous Revenue	15,592	9,130	10,000	10,000
	General Fund Contribution	233,195	347,845	469,832	519,160
Division Total		336,815	554,150	648,832	698,160

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Supplies and materials to support various recreation programs and services. There is no change to this category.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs include recreation guides, music events, umpire contracts, class instructors and other costs related to recreational programs. Slight increase to cover advertising costs.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

ECONOMIC AND COMMUNITY VITALITY

101-640

DIVISION EXPENSE BY CATEGORY

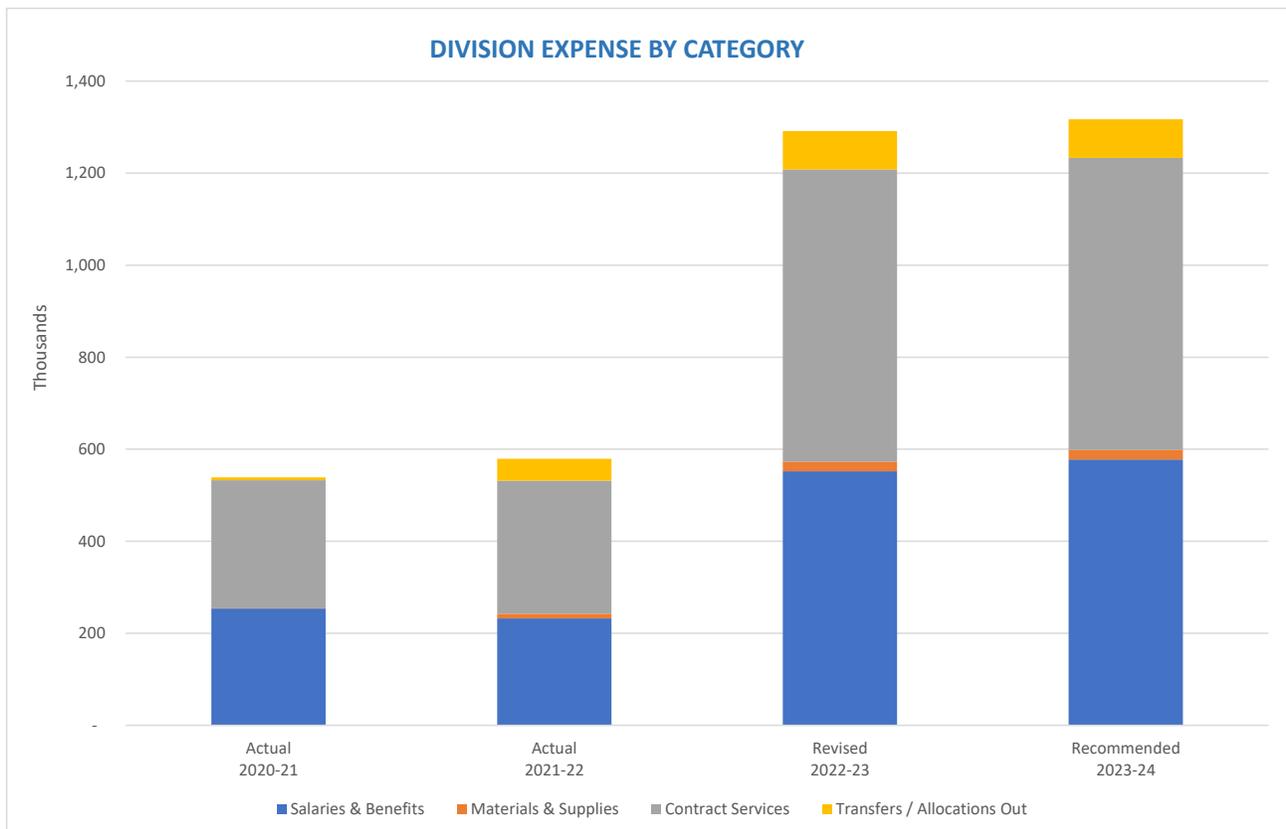
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	254,040	232,583	552,146	577,485
Materials & Supplies	455	10,100	21,000	21,000
Contract Services	277,946	289,045	634,740	634,740
Transfers / Allocations Out	6,452	47,739	83,836	83,817
Division Total	538,893	579,466	1,291,721	1,317,041

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	-	-	-	-
General Fund	538,893	579,466	1,291,721	1,317,041
Division Total	538,893	579,466	1,291,721	1,317,041

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Assistant City Manager	0.20	0.20	0.20	0.20
Economic & Community Vitality Manager	-	-	1.00	1.00
Senior Management Analyst	0.10	0.10	-	-
Management Analyst	1.30	1.00	1.00	1.00
Administrative Analyst	-	-	1.00	1.00
FTE Total	1.60	1.30	3.20	3.20



ECONOMIC AND COMMUNITY VITALITY

101-640

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	254,040	232,583	552,146	577,485
6101	General Supplies	455	799	10,000	10,000
6201	Training/Meetings	-	9,301	10,000	10,000
6202	Memberships, Dues & Subscriptions	-	-	1,000	1,000
6301	Contract Services (Non-Govt)	277,946	41,549	85,000	85,000
6320	Professional Services	-	-	204,740	204,740
6606	Financial Aid/Grants	-	247,496	305,000	305,000
6610	JPA/District Contributions	-	-	40,000	40,000
7201	General Transfers Out	6,452	-	-	-
7203	Vehicle ISF	-	7,240	2,963	3,510
7204	Equipment Fund ISF	-	18,253	36,681	37,459
7205	Risk Management ISF	-	22,246	44,191	42,847
Division Total		538,893	579,466	1,291,721	1,317,041

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4850	Grants	-	-	-	-
	General Fund Contribution	538,893	579,466	1,291,721	1,317,041
Division Total		538,893	579,466	1,291,721	1,317,041

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Supplies and materials relating to administration and oversight of various programs and outreach.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	For various services relating to economic and community services. Including a community lending analysis, and an economic development consultant.
6600-6699	Other Expenses	Category encompasses 305K of grant aid via the Community Services Financial Assistance (CSFA) program and contributions to the hotel Business Improvement District (BID).
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

EMERGENCY SERVICES

101-320

DIVISION EXPENSE BY CATEGORY

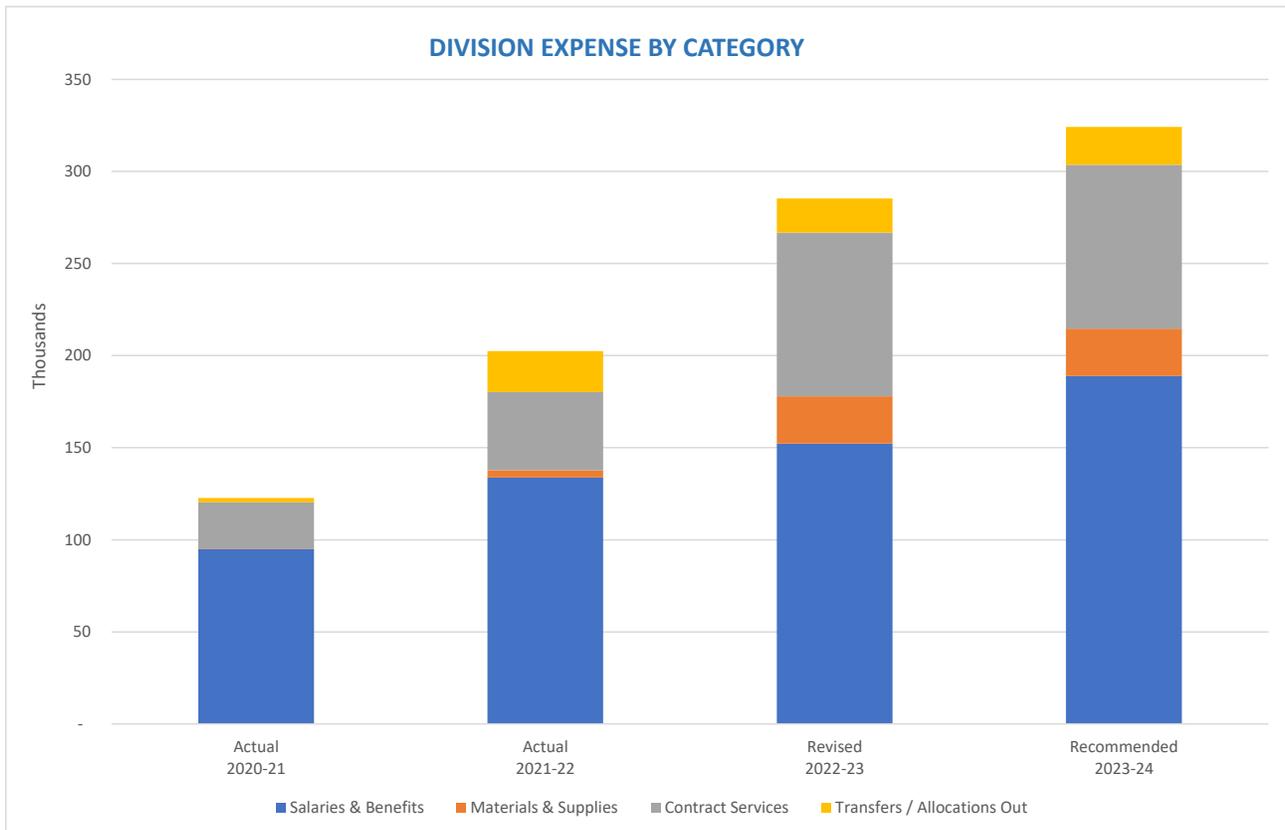
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	95,082	133,804	152,201	188,948
Materials & Supplies	297	3,921	25,700	25,700
Contract Services	24,977	42,530	88,950	88,950
Transfers / Allocations Out	2,341	22,174	18,521	20,634
Division Total	122,697	202,429	285,372	324,232

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	153,487	-	-	-
General Fund	-	202,429	285,372	324,232
Division Total	153,487	202,429	285,372	324,232

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Assistant City Manager	0.20	0.20	0.20	0.20
Management Analyst	0.30	0.50	0.60	0.75
FTE Total	0.50	0.70	0.80	0.95



EMERGENCY SERVICES

101-320

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	95,082	133,804	152,201	188,948
6101	General Supplies	297	3,821	20,000	20,000
6201	Training/Meetings	-	-	5,000	5,000
6202	Memberships, Dues & Subscriptions	-	100	700	700
6301	Contract Services (Non-Govt)	433	680	700	700
6302	Contract Services (Govt)	24,544	-	20,000	5,000
6320	Professional Services	-	18,000	-	15,000
6610	JPA/District Contributions	-	23,850	68,250	68,250
7201	General Transfers Out	2,341	-	-	-
7203	Vehicle ISF	-	3,363	655	864
7204	Equipment Fund ISF	-	8,478	8,104	9,222
7205	Risk Management ISF	-	10,333	9,763	10,548
Division Total		122,697	202,429	285,372	324,232

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4850	Grants	153,487	-	-	-
	General Fund Contribution	(30,790)	202,429	285,372	324,232
Division Total		122,697	202,429	285,372	324,232

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Supplies and materials to support Coastside Preparedness Day, the emergency operation center and other supplies.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs mostly include a continuation of evacuation planning and training support.
6600-6699	Other Expenses	Contribution to San Mateo County Office of Emergency Services is budgeted here.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



City Attorney



Core Services

The core services of the City Attorney provide the City Council and City staff with prompt and high-quality legal advice, counsel, and representation.

Description

The City Attorney reports directly to the City Council and is charged with the task of serving as the legal counsel to the City Council, Planning Commission, City Manager, and City staff on all legal aspects of municipal operations.

Legal services include legal advice and analysis, preparation of legislation including ordinances and resolutions, drafting or review of contracts and agreements, conducting research and supporting the City in litigation, civil and criminal actions, and code enforcement. The City Attorney attends all regular and special City Council meetings. Other services include meetings with the City Manager, City Executive Team, and other city officials on an on-call basis while keeping the City Council, City Manager, and staff advised of current laws affecting decisions and programs of the City.

Service Priorities

- Devote time and resources necessary to provide timely, affordable, high-quality legal advice.
- Minimize liability and work creatively to accomplish policy objectives of the City.
- Offer legal opinions and draft ordinances and other documents in a timely and professional manner.
- Provide high-quality litigation representation to ensure matters are resolved cost effectively.
- Respond to inquiries from the public as appropriate, and in a timely and constructive manner, while ensuring that the City's interests are protected, and policies are implemented.

Staffing

The department is comprised of the City Attorney, who is retained under contract with a law firm, and a staff of associate attorneys who act as Assistant or Deputy City Attorneys as required. Outside legal counsel may be retained for assistance on specialized issues and areas of law. The firm provides all legal services and includes all administrative costs such as paralegals, secretarial services, clerical services, continuing legal education, law library, and research costs, etc.

Service Level Changes

For FY 2023-24, the City Attorney's Office will continue to be available both onsite and remotely to the City Council, Planning Commission, Parks and Recreation Commission, City committees, and staff.

Budget Highlights / Summary of Changes

The City Attorney budget consists of contract legal services for the City Attorney and Deputy City Attorneys, and support staff. It excludes reimbursable matters, unbudgeted litigation, and certain specialized services provided by outside legal counsel that is budgeted in respective department budgets.

Fiscal Year 2022-2023 Accomplishments

- Provided legal review and drafting support for city ordinances regarding short-term rentals (including Coastal Commission certification), E-bikes, and the feeding of wildlife.
- Provided legal support for the November 2022 election and ballot proposals.
- Provided negotiation/real estate support related to license/leases of City-owned property, the City's lot retirement program West of Railroad Avenue, and the Carter L. Park Improvement Project.
- Supported the establishment of the Coastside Victims Compensation Fund following the January 23, 2023, mass shooting.
- Provided legal and planning support for implementation of the Local Coastal/Land Use Plan (LC/LUP) and large planning applications.

Fiscal Year 2023-2024 Goals / Strategic Plan Elements

- Continue to implement Council policy directives and ensure projects and directives are legally secure (Inclusive Governance).
- Draft/provide legal review of plans/ordinances regarding Council priorities related to sustainability efforts (CAAP), affordable housing, implementation of the LC/LUP and other priority matters (Inclusive Governance).
- Support the City's affordable housing objectives by completing the Housing Element and providing legal support for the City's affordable housing projects. (Inclusive Governance).
- Continue economic resolution of claims and litigation (Fiscal Sustainability).

DIVISION EXPENSE BY CATEGORY

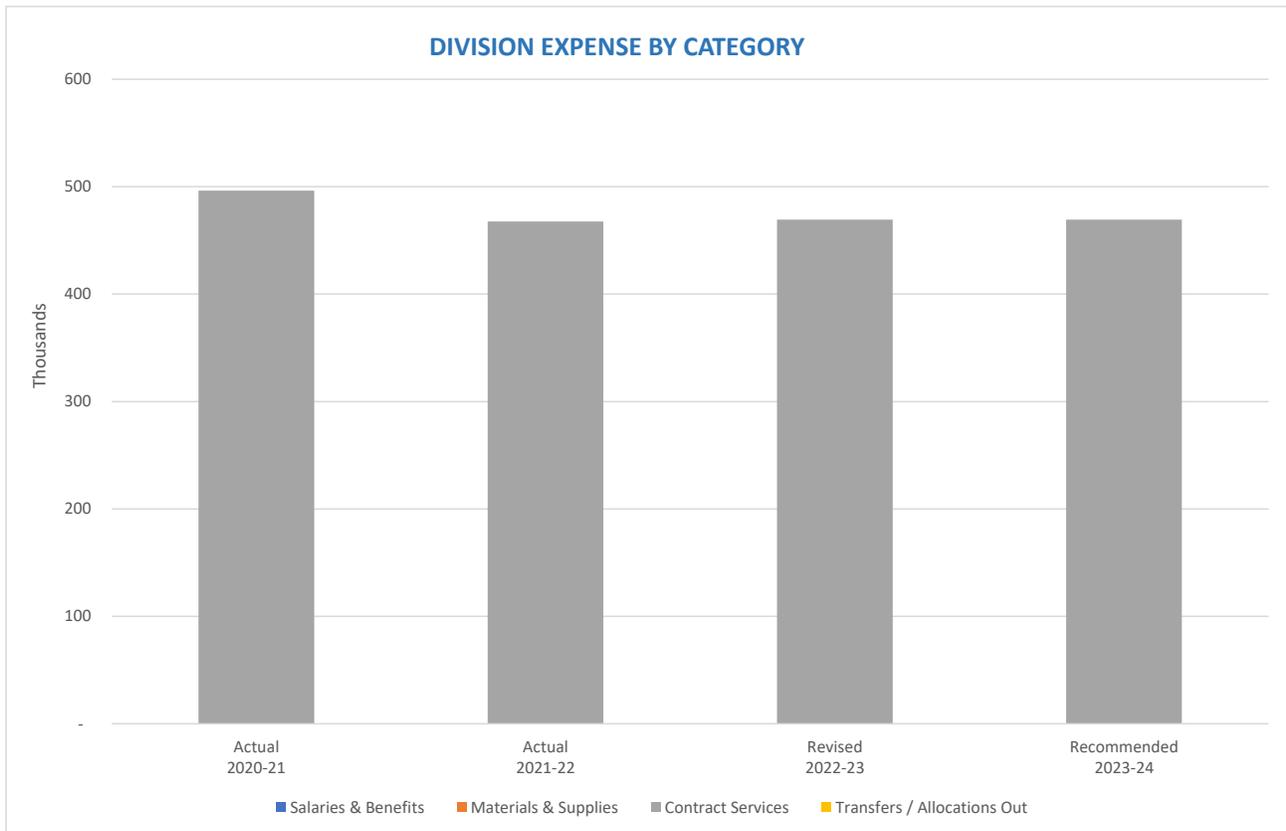
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	496,329	467,682	469,250	469,250
Transfers / Allocations Out	-	-	-	-
Division Total	496,329	467,682	469,250	469,250

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	-	524	-	-
General Fund	496,329	467,158	469,250	469,250
Division Total	496,329	467,682	469,250	469,250

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
FTE Total	0.00	0.00	0.00	0.00



DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	-	-	-	-
6301	Contract Services (Non-Govt)	444,708	49	-	-
6325	Legal Counsel	51,620	467,633	469,250	469,250
7203	Vehicle ISF	-	-	-	-
7204	Equipment Fund ISF	-	-	-	-
7205	Risk Management ISF	-	-	-	-
Division Total		496,329	467,682	469,250	469,250

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4902	Miscellaneous Revenue	-	524	-	-
	General Fund Contribution	496,329	467,158	469,250	469,250
Division Total		496,329	467,682	469,250	469,250

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Attorney services are contracted out thus no salary charges are budgeted.
6300-6399	Contract Services	Costs only contain legal counsel services for all nonspecific citywide functions.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.

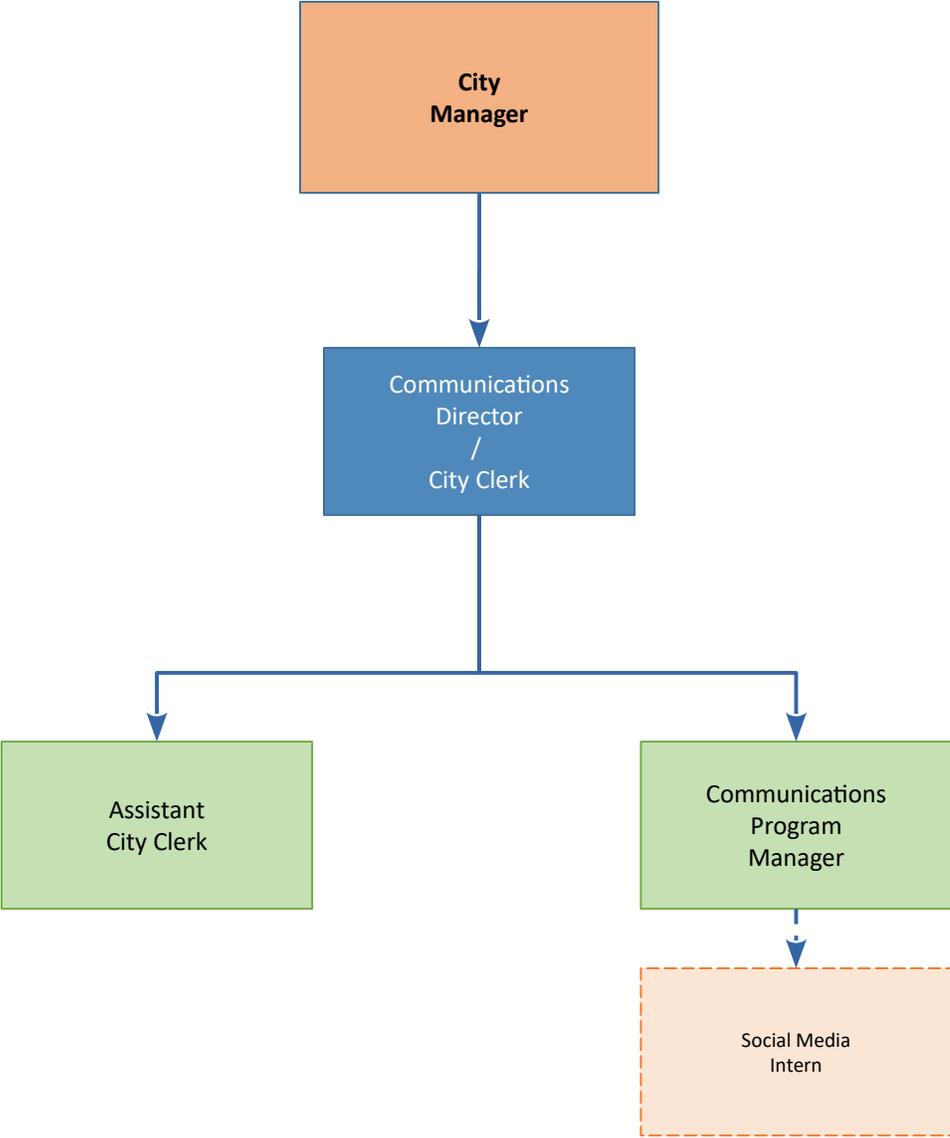


Communications

&

City Clerk

City Clerk & Communications Department





Communications & City Clerk

Core Services

The core services of the Communications & City Clerk Department promote openness in government and the free exchange of public information to engage residents in City policies and decision-making processes. The Communications & City Clerk Department is committed to serving the citizens of our community in a neutral and ethical manner by providing equal access to open and transparent government, ensuring the integrity of the participatory process, bridging internal and external communication pathways, and enhancing the public's trust in local government. The City Clerk Division manages and provides access to City records, manages the legislative and governmental affairs of the City, administers elections, and records legislative functions. The Communications Division promotes inclusive public engagement and positive community relations through effective and transparent communications strategies.

Description

The Communications & City Clerk Department is comprised of two divisions: Communications and City Clerk.

The Communications Division is responsible for all internal and external communications. The division ensures the dissemination of timely and accurate public information of City operations, projects, policies, Council actions, services, and programs through traditional media, social media, and online. The division engages the community and increases transparency utilizing multiple social media platforms and online communication tools that promote accessible and convenient information.

The City Clerk Division conducts regular and special general municipal elections in consolidation with the County of San Mateo for the election of City Councilmembers and local initiatives, referendums, and recalls. The division manages the City's legislative and intergovernmental affairs. The division administers Political Reform Act requirements related to campaign disclosure statements, conflict of interest filings, and AB1234 ethics training. Brown Act requirements are administered by the City Clerk Division ensuring meetings, agendas, minutes, reports, public notices, resolutions, and ordinances are prepared, posted, and published pursuant to law. The City Clerk serves as Clerk of the Council and attends, monitors, and retains complete records of all City Council proceedings. The City Clerk ensures open and transparent access through records-related services including records management, retention, and Public Records Act programs. Additionally, the division administers the boards and commissions program related to vacancies, orientation, commission handbooks, and Maddy Act compliance. The City Clerk serves as the City's Elections Official, Public Information Officer, Political Reform Act Filing Officer, Records Manager, and Compliance Officer.

Service Priorities

- Maintain effective communication with community members, staff, and the Council to increase the understanding of and support for City programs, policies, and projects, and to develop positive relations through impactful outreach.
- Gather and share information to support and encourage open, participatory government and an informed community.
- Manage the City's governmental and legislative affairs, including tracking legislation, preparing position letters, advocating with local legislators, seeking, and applying for grant opportunities, and monitoring interagency appointments and actions.
- Provide City Council support, including agenda and packet preparation, public noticing, and distribution of materials to the City Council, staff, and the public.
- Support boards and commissions, including agenda and packet preparation, public noticing, and distribution of materials to Commissioners, staff, and the public.
- Process local legislation, including resolutions, ordinances, and minutes.
- Oversee elections, including qualifying candidates, petitions, and ballot measures, processing all necessary resolutions, monitoring campaign filing requirements, and certifying election results.
- Maintain records and archives, including responses to public records requests.

Staffing

The Communications & City Clerk Department was staffed in FY 22-23 by a Communications Director, Communications Program Manager, Assistant City Clerk, and a Social Media Intern.

Service Level Changes

For FY 23-24, no staffing changes are requested.

Budget Highlights / Summary of Changes

The Communications & City Clerk budget consists of costs for compensation and operations of the department.

Fiscal Year 2022-2023 Accomplishments

- Conducted the November 2022 General Municipal Election for three district seats including public outreach campaigns around the new district map, how to run for city council, and how to vote.
- Continued to lead public information outreach including numerous news releases, weekly e-news, quarterly print newsletter Currents, website updates, social media updates, signage, coordination with agencies, and other items.
- Continued the City's Legislative Platform, which had a primary focus on legislation and budgetary items, managed the Legislative Subcommittee, and managed the lobbyist contract for the City's legislative affairs.
- Worked with various departments to draft communication outreach campaigns surrounding events/programs/activities such as the Smith Field Park Master Plan,

Magnolia Park Master Plan, CARES Pilot Program, Parklet Pilot Program, Building Electrification, and the Coastside Recovery Initiative.

- Continued to host successful virtual council meetings and subcommittee meetings during the COVID-19 Pandemic.
- Hosted first Elections Night Out event since pre-pandemic.
- Conducted the first N.E.T. Citizens Academy since pre-pandemic.
- Responded to and communicated information regarding the catastrophic December/January storms.
- Staffed the Emergency Operations Center and coordinated multi-agency communications to ensure accurate and timely information to the public.
- Coordinated Vigil, memorial, and Victim Remembrance Dinner for the January 23 mass shooting victims.

Fiscal Year 2023-2024 Goals / Strategic Plan Elements

- Conduct Spanish version of N.E.T Citizens academy (Inclusive Governance).
- Conduct first Future Leaders Civics Academy since pre-pandemic (Inclusive Governance).
- Complete and publish the Emergency Public Information Plan (Healthy Communities and Public Safety).
- Complete a website redesign by working with departments to update the content and usability of the City's website and department pages (Inclusive Governance).
- Continue to expand local relationships, community, and partnerships as part of the City's intergovernmental affairs (Inclusive Governance).
- Continue to monitor legislation in accordance with the City of Half Moon Bay Legislative Program (Healthy Communities and Public Safety, Inclusive Governance).
- Expand the City's Records Management Program to include additional updates to retention schedule, digitization of records, and records destruction days.



Performance & Workload Measures

Communications

Core Service and Measure	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Estimated	Projected
Communicate to and engage with the general public on important city issues				
Social Media and eNewsletter Engagement	Yes	Yes	Yes	Yes
Number of Social Media Campaigns	589	575	600	650
Provide communications support to other departments				
Percentage of Complete Outreach Campaigns	100%	100%	100%	100%

City Clerk / Legislative Affairs

Core Service and Measure	2020-21	2021-22	2022-23	2023-24
	Actuals	Actuals	Estimated	Projected
Legislative Affairs				
Number of position letters sent	20	16	23	20
Percentage of state legislative bills tracked per adopted platform	50%	52%	55%	57%
Voter Turnout in Elections				
Voter Turnout Percentage	89%	N/A	74%	N/A

DIVISION EXPENSE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	247,077	174,994	290,622	296,202
Materials & Supplies	6,886	14,384	14,500	14,500
Contract Services	171,247	209,660	305,000	305,000
Transfers / Allocations Out	7,479	48,590	42,347	41,846
Division Total	432,689	447,627	652,468	657,548

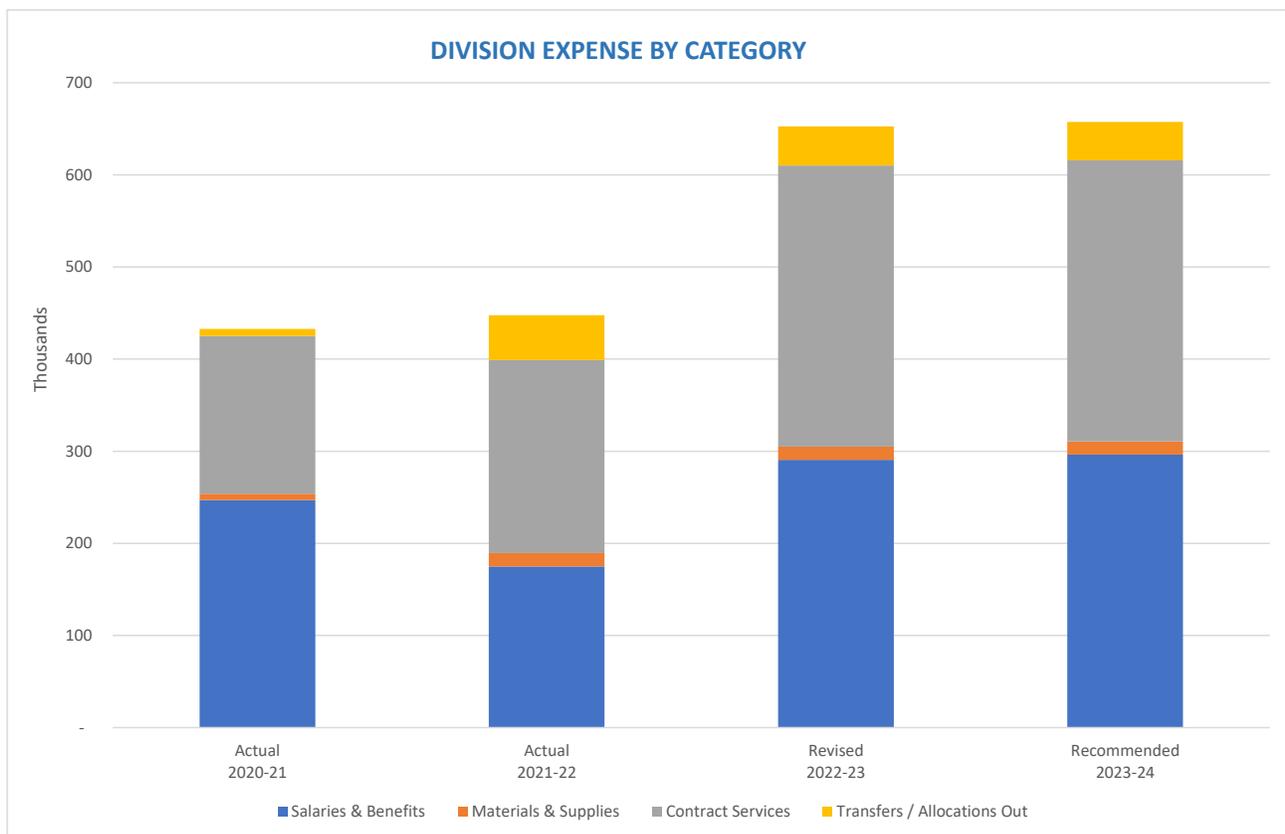
DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	-	-	-	-
General Fund	432,689	447,627	652,468	657,548
Division Total	432,689	447,627	652,468	657,548

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
City Clerk/Communications Director	0.55	0.40	0.55	0.55
Assistant City Clerk	-	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-	-
FTE Total	1.55	1.40	1.55	1.55

Part-Time non-benefited employees included: Intern (1,040 hours)



DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	247,077	174,994	290,622	296,202
6101	General Supplies	837	2,990	3,500	3,500
6104	Employee Engagement	-	195	-	-
6201	Training/Meetings	4,320	6,652	7,000	7,000
6202	Memberships, Dues & Subscriptions	1,730	4,547	4,000	4,000
6301	Contract Services (Non-Govt)	125,840	28,971	78,000	78,000
6303	Advertising Costs	7,079	14,806	20,000	20,000
6304	Legislative Affairs	-	3,444	10,000	10,000
6308	Election Costs	38,328	50,599	110,000	110,000
6320	Professional Services	-	55,000	45,000	45,000
6324	Software Subscription	-	56,840	42,000	42,000
7201	General Transfers Out	7,479	-	-	-
7203	Vehicle ISF	-	7,369	1,497	1,752
7204	Equipment Fund ISF	-	18,579	18,528	18,702
7205	Risk Management ISF	-	22,642	22,322	21,392
	Division Total	432,689	447,627	652,468	657,548

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4901	Administrative Fees	-	-	-	-
	General Fund Contribution	432,689	447,627	652,468	657,548
	Division Total	432,689	447,627	652,468	657,548

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals.
6200-6299	Training & Memberships	Training, professional memberships, and conferences.
6300-6399	Contract Services	Costs include Granicus, NetFile, NextRequest, the contract with Townsend and records management. No change is included
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

COMMUNICATIONS

101-150

DIVISON EXPENSE BY CATEGORY

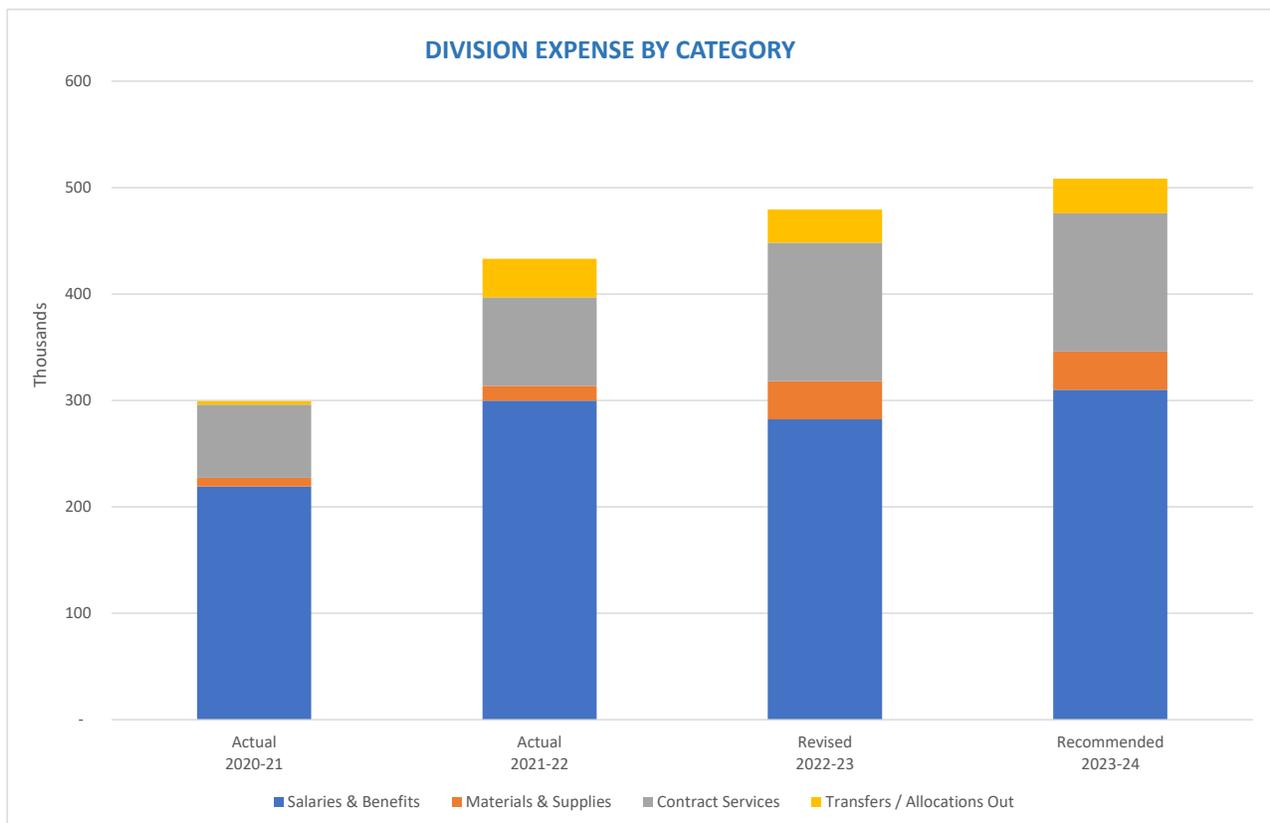
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	219,251	299,696	282,218	309,965
Materials & Supplies	7,973	14,123	36,000	36,000
Contract Services	68,884	82,998	130,000	130,000
Transfers / Allocations Out	3,157	36,309	31,110	32,349
Division Total	299,265	433,126	479,328	508,314

DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
General Fund	299,265	433,126	479,328	508,314
Division Total	299,265	433,126	479,328	508,314

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
City Clerk/Communications Director	0.40	0.55	0.40	0.40
Communications Specialist	1.00	1.00	1.00	1.00
FTE Total	1.40	1.55	1.40	1.40



COMMUNICATIONS

101-150

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	219,251	299,696	282,218	309,965
6101	General Supplies	-	3,839	5,000	5,000
6104	Employee Engagement	4,400	994	20,000	20,000
6201	Training/Meetings	860	3,863	7,000	7,000
6202	Memberships, Dues & Subscriptions	2,713	5,428	4,000	4,000
6301	Contract Services (Non-Govt)	66,306	69,799	110,000	110,000
6303	Advertising Costs	2,578	13,198	20,000	20,000
6320	Professional Services	-	-	-	-
7201	General Transfers Out	3,157	-	-	-
7203	Vehicle ISF	-	5,507	1,100	1,355
7204	Equipment Fund ISF	-	13,883	13,612	14,458
7205	Risk Management ISF	-	16,919	16,398	16,537
Division Total		299,265	433,126	479,328	508,314

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
	General Fund Contribution	299,265	433,126	479,328	508,314
Division Total		299,265	433,126	479,328	508,314

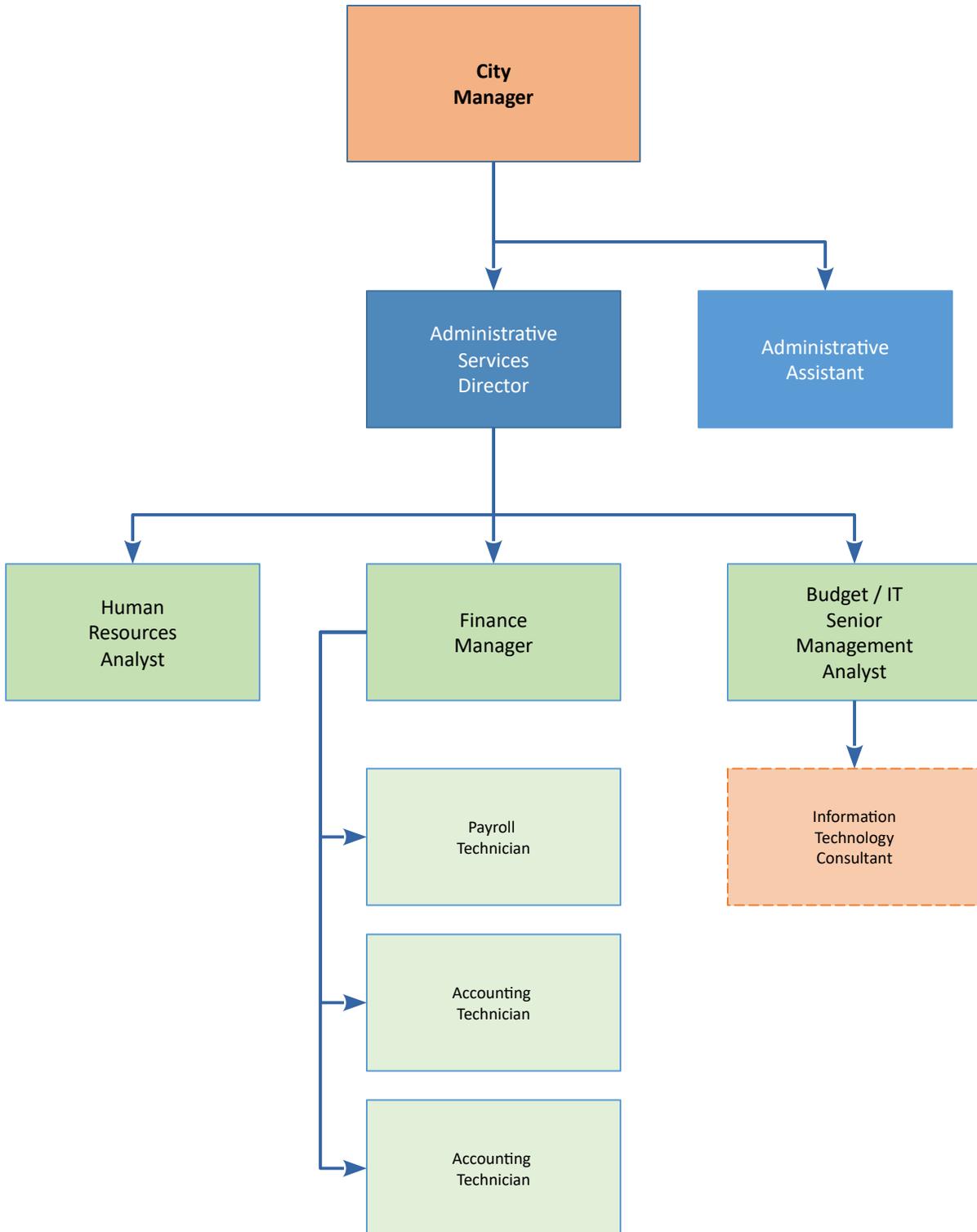
PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	General office supplies as needed to support the division goals.
6200-6299	Training & Memberships	Training, professional memberships, and conferences.
6300-6399	Contract Services	Costs include the OpenGov platform, and other specialized communications services. No change is included.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



Administrative Services

Administrative Services Department





Administrative Services

Core Services

The core services of the Administrative Services Department manage much of the City's organizational infrastructure; its financial processes and systems, its technology, and its people, ensuring that the City's employees have the tools and environment they need to provide our community the best possible service.

Description

The Administrative Services Department is comprised of Finance, Human Resources, Information Technology, and Risk Management. The Department properly records all financial transactions, implements best practices in employee and labor relations, provides reliable and innovative technology resources and quality internal customer service, and strives to promote a positive work environment for the City's talented workforce.

Service Priorities

- Undertake financial planning and oversee preparation of the annual budget.
- Ensure internal controls through accountability, financial reporting, and audits.
- Manage cash assets including banking, cashiering, disbursements, and revenues.
- Perform accounts payable, receivable, and payroll functions.
- Fulfill the City Treasurer function, ensuring an appropriate investment of funds and debt service administration.
- Provide sound financial guidance to the City Council, City Manager, and staff.
- Recruit, hire, develop, and retain a diverse and highly talented professional staff.
- Manage administrative and personnel policies and procedures and ensure compliance with related laws and regulations.
- Manage confidential information when consulting employees and handling personnel records.
- Manage labor relations with all bargaining units and unrepresented employees.
- Manage grievances related to Personnel Policies and Procedures, and MOUs.
- Enhance staff productivity with a secure network, desktop and portable hardware and supporting software.
- Minimize IT equipment down time and maximize response time and maintain IT systems for disaster recovery and business continuity.
- Ensure the City has adequate insurance coverage for its operations.
- Undertake and complete timely claims management.
- Promote policies and programs to reduce risk exposure.
- Develop safety policies and procedures and implement risk management best practices.

Staffing

The Administrative Services Department is comprised of an Administrative Services Director, Finance Manager, Senior Management Analyst, Management Analyst, two Accounting Technicians, Payroll Technician, and an Administrative Assistant.

Budget Highlights / Summary of Changes

The Administrative Services budget consists of five budget units, with compensation and operating costs for the portions of employee time allocated to each division. Contract expenditures are budgeted for professional services, labor relations, labor-related legal services, and Information Technology (IT) services.

The Department is comprised of the following divisions:

Finance

Core Services

The core services of the Finance division maintain accurate financial records and reports, provide financial support to other departments, and ensure compliance with the City's policies and procedures.

Description

The Finance division is responsible for all financial operations. Finance tracks revenue, expenditures, debt, and properly records all financial transactions in accordance with Generally Acceptable Accounting Principles (GAAP) and the requirements of the Government Accounting Standards Board (GASB). The division's goals are to provide financial oversight and support, including implementation and enforcement of financial policies consistent with federal, state, and local mandates, as well as industry best practices.

Human Resources

Core Services

The core services of Human Resources division provide high quality labor and employee relations, staff recruitment and retention, and staff professional development services that support the City's objectives in serving the needs of the community.

Description

The Human Resources division recruits, develops, and supports the organization's most valuable resource – its staff. The division implements best practices in recruitment, benefits management, professional development, labor relations, grievance management, policy development and implementation, and employee classification and compensation. The division manages highly sensitive and confidential information to effectively conduct workplace investigations, implement practices to enhance employee performance, manage claims and ensure compliance with local, state, and federal labor regulations. The division also participates in San Mateo County Training and Development which offers training and professional development to local

governments throughout the County to help recruit and retain talent in local government careers.

Information Technology (See Internal Service Fund 302)

Core Services

The core services of the Information Technology division provide high quality technology-based services and best in class support that facilitate the City's goal to effectively serve the needs of the community. The 4 core elements are Security, Performance, Innovation, User Experience.

Description

The Information Technology division provides and maintains appropriate hardware and software for City departments; develops and maintains a secure network infrastructure; manages the City's data and voice infrastructure; and maintains the City's telecommunication. The division ensures that staff have the resources and training to effectively use equipment and technology in the furtherance of their departmental goals. The division implements a people first focus to provide advanced solutions that must improve experience, eliminate obstacles, enhance transparency, and be future focused. The division also assists with providing research and information for Public Records Requests.

Risk Management (See Internal Service Fund 303)

Core Services

The core services of Risk Management enhance safety and protect citizens, employees, and assets of the City by fostering a culture of proactive risk management to effectively forecast, control, and mitigate the City's risk through effective loss prevention, claims management, and risk financing.

Description

The Risk Management division is comprised of two programs: General Liability and Workers Compensation. Risk Management implements safety policies, and best practices and procedures, to mitigate the City's risk exposure. The Risk Management division protects City assets, provides liability insurance, and claims management services, and promotes the safety and well-being of City employees. The division manages liability, property and auto claims, and insurance programs. It also develops risk reduction policies and procedures, ensures compliance with the City's risk management operational best practices, and safety standards and regulations as defined by OSHA and the City's Injury and Illness Prevention Program (IIPP). The budget provides for premiums as well as operating funds for legal and other costs resulting from claims against the City.

The City is a member of the PLAN JPA (Pooled Liability Assurance Network Joint Powers), which is comprised of 28 greater Bay Area municipalities and is currently administered by Sedgwick staff under the direction of a Board of Directors, represented by its member cities. The Administrative Services Director is a member of the PLAN JPA Board of Directors.

The City's Workers Compensation program is self-funded through membership in a five-city JPA (Joint Powers Authority – The Cities Group). The JPA was formed to administer workers compensation and safety programs. The Cities Group programs are augmented by City-sponsored training, a City-wide safety committee, and workplace injury prevention assessments.

Fiscal Year 2022-2023 Accomplishments

- Delivered a balanced budget for FY 2022/23; provided quarterly financial updates and presentations to the City Council and community.
- Updated and finalized telecommuting policy for employees who are telecommuting and working from a home office.
- Completed a request for Proposal and selected vendors for Business License, Transient occupancy tax and Sales tax administration.
- Received Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 22-23 Operating and Capital Budget documents, representing compliance with best practices in budgeting.
- Completed annual audit, prepared the City's Annual Comprehensive Financial Report (ACFR), and received a clean audit opinion from the independent auditors.
- Completed mandated State Controller's and other financial reports in a timely manner.
- Decommissioned additional aging network infrastructure improving reliability and security.2019.
- Completed the migration of additional aging services to the cloud, providing greater efficiency, integration, security, ease of use, and reliability.
- Continues ongoing relationships and communications with City's labor groups.
- Held regular meetings of the City's Executive Risk Management Committee to provide oversight, coordination, and direction for the City's safety and risk management programs.
- Continues enrollment of new employees and maintained records for current employees in the DMV Pull Notice Program to comply with vehicle operations policy and best practices.
- Continues to review risk management and safety policies and procedures to ensure the City's compliance with risk management best practices framework and eligibility for grants.
- Continues to deploy new network and media technologies to better support staff and community that use City facilities.

Fiscal Year 2023-2024 Goals / Strategic Plan Elements

- Continue to utilize the partnership with San Mateo County Training Consortium to provide a broader spectrum of local training options/opportunities for City staff.
- Work with City administration and labor groups; continue revising the City's Personnel Policies and Procedures (Inclusive Governance).
- Update training matrix to ensure compliance with California and Federal law (Healthy Communities and Public Safety).

- Protect the City's financial sustainability through the systematic monitoring and reporting of the City's financial condition; identify and evaluate potential sources of new revenues and cost savings programs. (Fiscal Sustainability, Inclusive Governance)
- Support the City Council's Strategic Plan Elements and Initiatives as they relate to the City's Financial Operations (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Continue to upgrade and streamline outdated technology systems providing improved reliability and security of key City systems.
- Finalize the migration and update of legacy systems to cloud based services, improving security and resilience.
- Implement Phase 3 of technology replacement program to decommission and replace aging technology infrastructure.
- Continue support of City public website modernization plan to improve public access and streamline City processes.
- Implement improvements to City internet infrastructure to improve reliability and harden City technology resources and community support during emergencies.
- Support the City Council's Strategic Elements and Initiatives as they relate to the City's Risk Management Program (Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, Inclusive Governance).
- Comply with OSHA standards, regulations, and requirements and update the City's Injury and Illness Prevention Program for each worksite. Provide training on the IIPP to each department. (Healthy Communities and Public Safety).
- Continue to provide citywide training for employees and supervisors on Risk Management Program, including general liability and workers compensation procedures (Fiscal Sustainability, Inclusive Governance, Healthy Communities and Public Safety).
- Continue the management of the City's Workers' Compensation Program including implementing cost containment and control methods and expanding the injury prevention activities to improve our cost containment efforts. Conduct study to update essential functions of City's classifications. (Fiscal Sustainability, Inclusive Governance,).
- Continue to efficiently manage claims and seek recovery of costs when actions of a third-party cause damages to City property (Healthy Communities and Public Safety, Fiscal Sustainability).



Performance & Workload Measures

Finance

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Maintain accurate and timely financial records and reports				
Deliver the Annual Comprehensive Financial Report by end of December	Yes	Yes	Yes	Yes
Percentage of checks and receipts processed without errors	98%	98%	98%	99%
Workload Measures				
Number of invoices processed	2,638	4,362	4,640	4,600
Number of receipts processed	2,082	2,945	2,808	2,900

Human Resources

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Recruitments				
Applicants	90	112	207	150
New Hires	1	2	11	5

Information Technology

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Maintain Performance & Security of all technology infrastructure				
Support tickets completed	193	211	260	198
Outdated systems updated or decommissioned to retain security	17%	68%	63%	100%
Percent of Systems updated in line with technology improvement plan	100%	140%	190%	100%
Innovation and User Experience improvements				
Systems/Services updated for usability & accessibility improvements (e.g., Legacy to Cloud, Software updates, Interface updates, etc.)	3	11	17	10

ADMINISTRATIVE SERVICES

101-230

DIVISION EXPENSE BY CATEGORY

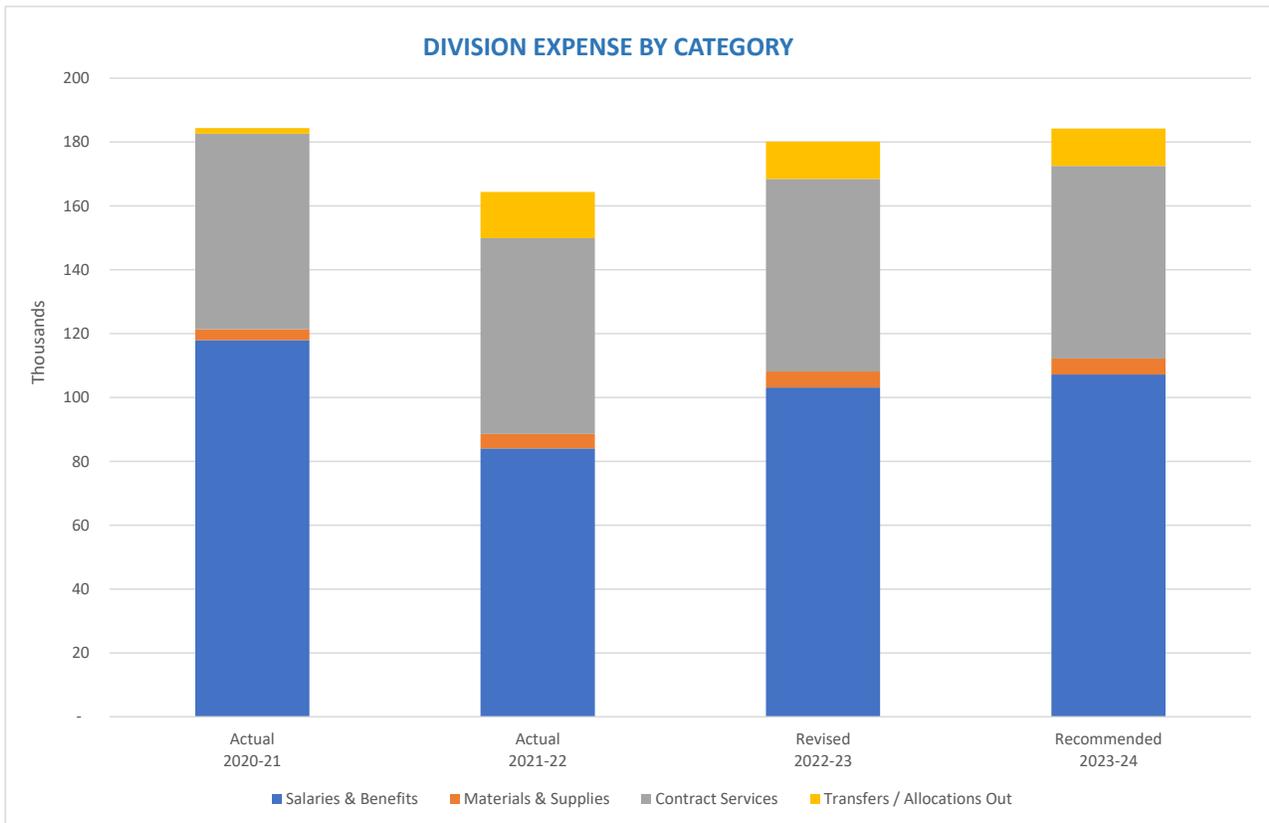
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	118,004	84,097	103,149	107,220
Materials & Supplies	3,404	4,486	5,000	5,000
Contract Services	61,217	61,296	60,320	60,320
Transfers / Allocations Out	1,755	14,531	11,693	11,727
Division Total	184,380	164,409	180,162	184,267

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
General Fund	184,380	164,409	180,162	184,267
Division Total	184,380	164,409	180,162	184,267

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Administrative Services Director	-	-	-	-
Senior Management Analyst	0.50	0.25	0.25	0.25
Management Analyst	-	-	-	-
Administrative Assistant	0.50	0.50	0.50	0.50
FTE Total	1.00	0.75	0.75	0.75



ADMINISTRATIVE SERVICES

101-230

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	118,004	84,097	103,149	107,220
6101	General Supplies	197	482	-	-
6201	Training/Meetings	-	-	-	-
6202	Memberships, Dues & Subscriptions	3,207	4,003	5,000	5,000
6301	Contract Services (Non-Govt)	6,423	-	20,000	20,000
6401	Other Rental	39,813	39,725	40,320	40,320
6405	Combined Utilities	14,981	-	-	-
6408	Utilities-Other	-	21,571	-	-
7201	General Transfers Out	1,755	-	-	-
7203	Vehicle ISF	-	2,204	413	491
7204	Equipment Fund ISF	-	5,556	5,116	5,241
7205	Risk Management ISF	-	6,771	6,164	5,995
Division Total		184,380	164,409	180,162	184,267

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
	General Fund Contribution	184,380	164,409	180,162	184,267
Division Total		184,380	164,409	180,162	184,267

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change is included.
6300-6399	Contract Services	Ad hoc services such as specialized IT support and consulting is charged here. There is no change to this category.
6400-6499	Utilities	Rent and utilities specifically from the Annex location are charged here.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

DIVISON EXPENSE BY CATEGORY

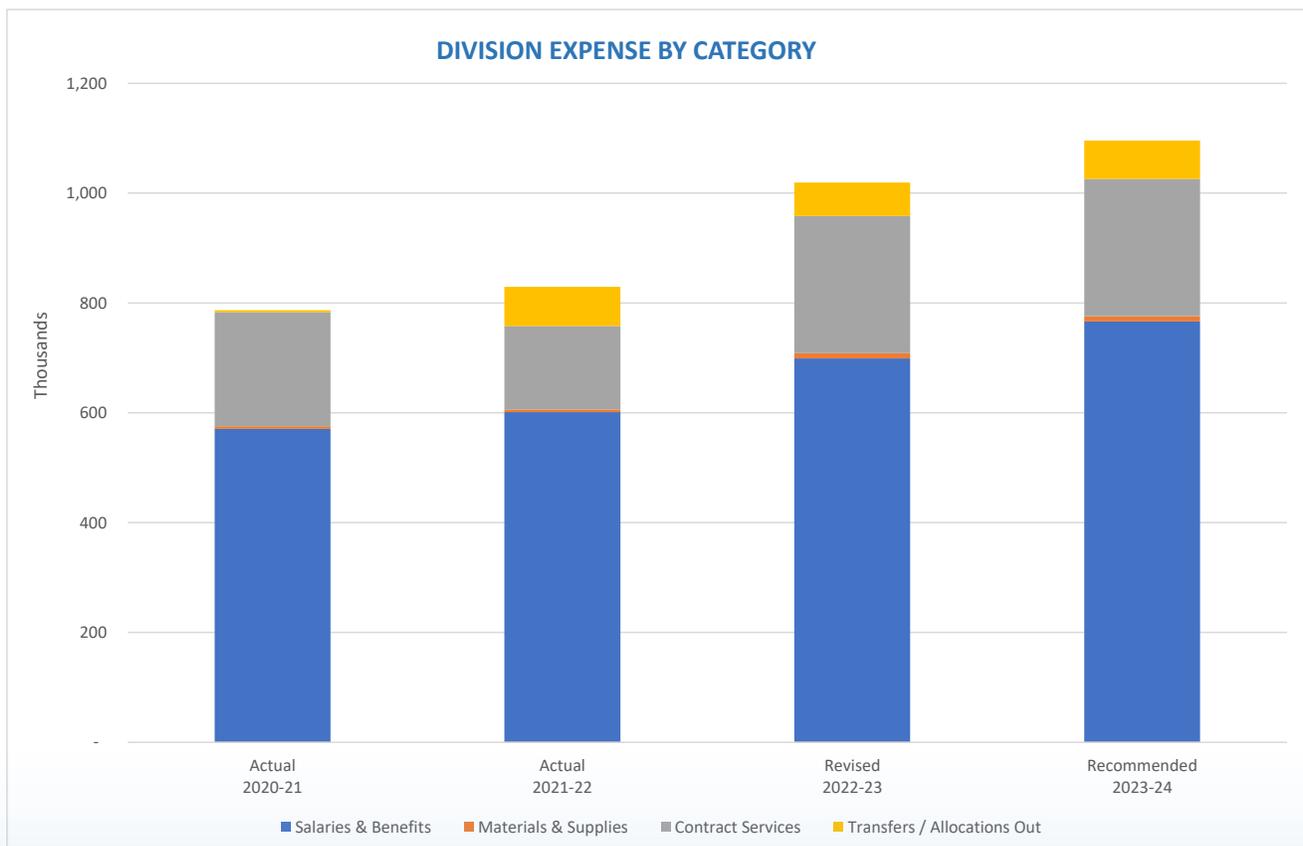
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	570,960	601,125	698,987	766,339
Materials & Supplies	4,803	5,065	9,500	9,500
Contract Services	207,384	151,976	250,100	250,100
Transfers / Allocations Out	3,628	71,271	60,453	69,728
Division Total	786,774	829,437	1,019,040	1,095,668

DIVISON REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	50	-	-	-
General Fund	786,724	829,437	1,019,040	1,095,668
Division Total	786,774	829,437	1,019,040	1,095,668

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Administrative Services Director	0.60	0.60	0.60	0.60
Finance Manager	-	0.80	0.80	0.85
Senior Accountant	1.00	-	-	-
Senior Management Analyst	0.50	0.25	0.25	0.25
Administrative Assistant	0.50	0.50	0.50	0.50
Accounting Technician	1.75	2.50	2.00	2.00
Payroll Technician	-	-	0.60	0.60
FTE Total	4.35	4.65	4.75	4.80



DIVISON EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	570,960	601,125	698,987	766,339
6101	General Supplies	2,375	1,759	2,500	2,500
6201	Training/Meetings	155	1,734	5,000	5,000
6202	Memberships, Dues & Subscriptions	2,273	1,571	2,000	2,000
6301	Contract Services (Non-Govt)	153,406	17,818	18,500	18,500
6302	Contract Services (Govt)	6,409	615	1,000	1,000
6309	Credit Card Fees	19,429	23,315	20,000	20,000
6320	Professional Services	-	74,593	147,600	147,600
6322	Auditing Services	19,192	29,358	53,000	53,000
6601	Property Tax Admin	8,947	6,277	10,000	10,000
7201	General Transfers Out	3,628	-	-	-
7203	Vehicle ISF	-	10,809	2,137	2,920
7204	Equipment Fund ISF	-	27,251	26,450	31,163
7205	Risk Management ISF	-	33,211	31,866	35,645
Division Total		786,774	829,437	1,019,040	1,095,668

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4902	Miscellaneous Revenue	50	-	-	-
	General Fund Contribution	786,724	829,437	1,019,040	1,095,668
Division Total		786,774	829,437	1,019,040	1,095,668

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Various office supplies and materials to support finance operations.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs include auditing services, TOT and Business License management, credit card processing fees. No change in this category
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

HUMAN RESOURCES

101-220

DIVISION EXPENSE BY CATEGORY

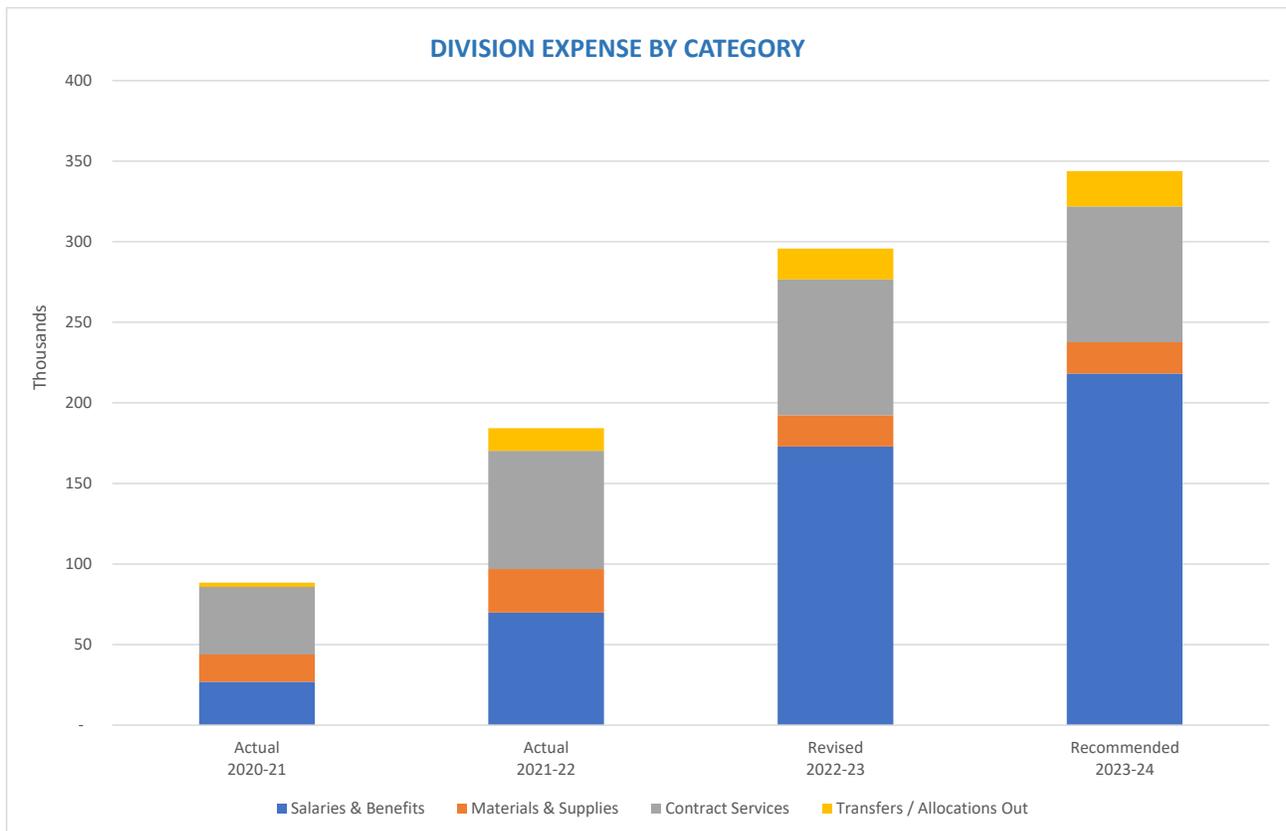
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	26,942	69,796	172,835	218,150
Materials & Supplies	16,915	27,058	19,416	19,416
Contract Services	41,927	73,442	84,339	84,339
Transfers / Allocations Out	2,564	14,026	19,197	21,878
Division Total	88,349	184,322	295,787	343,784

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
General Fund	88,349	184,322	295,787	343,784
Division Total	88,349	184,322	295,787	343,784

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Administrative Services Director	-	-	-	0.05
Management Analyst	-	0.90	0.90	1.00
Accounting Technician	0.25	0.50	-	-
Payroll Technician	-	-	0.40	0.40
FTE Total	0.25	1.40	1.30	1.45



HUMAN RESOURCES

101-220

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	26,942	69,796	172,835	218,150
6101	General Supplies	6,490	4,261	2,060	2,060
6104	Employee Engagement	481	8,525	5,356	5,356
6201	Training/Meetings	1,450	2,395	5,000	5,000
6202	Memberships, Dues & Subscriptions	8,494	11,877	7,000	7,000
6301	Contract Services (Non-Govt)	36,026	29,843	40,000	40,000
6310	Hiring Costs	546	11,670	28,000	28,000
6325	Legal Counsel	5,355	31,929	15,000	15,000
6405	Combined Utilities	-	-	1,339	1,339
7201	General Transfers Out	2,564	-	-	-
7203	Vehicle ISF	-	2,127	679	916
7204	Equipment Fund ISF	-	5,363	8,400	9,778
7205	Risk Management ISF	-	6,536	10,119	11,184
Division Total		88,349	184,322	295,787	343,784

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
	General Fund Contribution	88,349	184,322	295,787	343,784
Division Total		88,349	184,322	295,787	343,784

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Supplies and materials to support human resource functions. No change is included.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs include recruitment expenses, hiring costs, and labor related legal counsel as needed. No change is included.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

EQUIPMENT FUND

FUND 302

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	4,672	4,544	3,500	7,200
Miscellaneous	(7,432)	(18,569)	-	-
TOTAL REVENUE	(2,760)	(14,024)	3,500	7,200
EXPENDITURES				
Salaries & Benefits	11,747	93,516	97,569	104,584
Materials & Supplies	37,658	70,065	91,000	91,000
Contract Services	278,784	276,575	340,751	340,751
Depreciation	16,161	49,335	16,161	50,000
TOTAL EXPENDITURES	344,349	489,491	545,481	586,335
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From All Funds	414,403	515,728	545,481	579,135
NET TRANSFERS	414,403	515,728	545,481	579,135
NET CHANGE TO NET ASSETS	67,294	12,213	3,500	-
BEGINNING NET ASSETS	613,967	681,261	693,473	868,000
ENDING NET ASSETS	681,261	693,473	696,974	868,000

Note: The presentation above reflects a Net Assets basis of presentation. In the Equipment Fund, Net Assets primarily include capitalized equipment and cash.

INFORMATION TECHNOLOGY

302-240

DIVISION EXPENSE BY CATEGORY

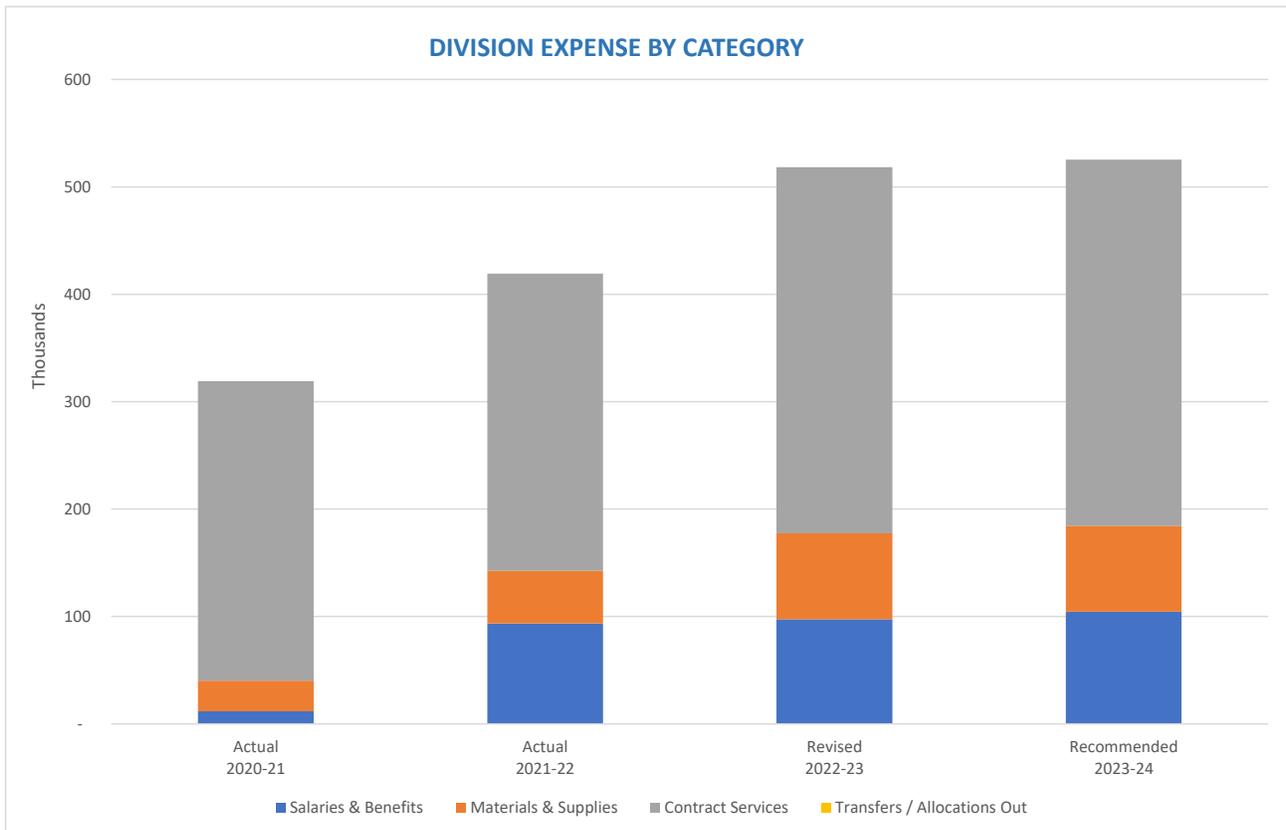
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	11,747	93,516	97,569	104,584
Materials & Supplies	28,462	49,133	80,000	80,000
Contract Services	278,784	276,575	340,751	340,751
Transfers / Allocations Out	-	-	-	-
Division Total	318,992	419,224	518,320	525,335

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Contribution from Other Funds	318,992	419,224	518,320	525,335
Division Total	318,992	419,224	518,320	525,335

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Administrative Services Director	0.05	0.05	0.05	0.05
Senior Management Analyst	-	0.50	0.50	0.50
Management Analyst	-	-	-	-
FTE Total	0.05	0.55	0.55	0.55



INFORMATION TECHNOLOGY

302-240

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	11,747	93,516	97,569	104,584
6101	General Supplies	326	9,571	-	-
6105	Equipment Supplies	28,136	39,562	80,000	80,000
6301	Contract Services (Non-Govt)	278,784	19,183	45,227	45,227
6323	Desktop / IT Support	-	199,186	200,000	200,000
6324	Software Subscription	-	48,705	62,500	62,500
6408	Utilities-Other	-	9,501	33,024	33,024
Division Total		318,992	419,224	518,320	525,335

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
	Contribution from Other Funds	318,992	419,224	518,320	525,335
Division Total		318,992	419,224	518,320	525,335

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Costs mainly include various equipment replacement and IT related supplies.
6300-6399	Contract Services	Contracts include desktop and help desk support for all city workstations, ongoing subscriptions related to the Economic Resource Planning (ERP) system, and various software licenses such as Microsoft and Adobe. No change in this category.

RISK MANAGEMENT

FUND 303

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	31,133	26,151	41,041	46,300
Miscellaneous	(41,670)	(101,888)	-	-
TOTAL REVENUE	(10,537)	(75,737)	41,041	46,300
EXPENDITURES				
Salaries & Benefits	111,509	136,325	159,192	167,507
Materials & Supplies	4	-	16,274	16,274
Contract Services	308,067	319,048	481,697	524,950
Capital Projects	-	-	-	-
Litigation Contingency	-	-	300,000	400,000
TOTAL EXPENDITURES	419,579	455,373	957,163	1,108,731
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From All Funds	500,000	628,530	657,163	662,431
NET TRANSFERS	500,000	628,530	657,163	662,431
NET CHANGE TO NET ASSETS	69,883	97,420	(258,959)	(400,000)
BEGINNING NET ASSETS	2,379,469	2,449,352	2,546,772	2,312,300
ENDING NET ASSETS	2,449,352	2,546,772	2,287,813	1,912,300

Note: The presentation above reflects a Net Assets basis of presentation. In the Risk Management Fund, Net Assets primarily represents cash less claim liabilities.

GENERAL LIABILITY

303-250

DIVISION EXPENSE BY CATEGORY

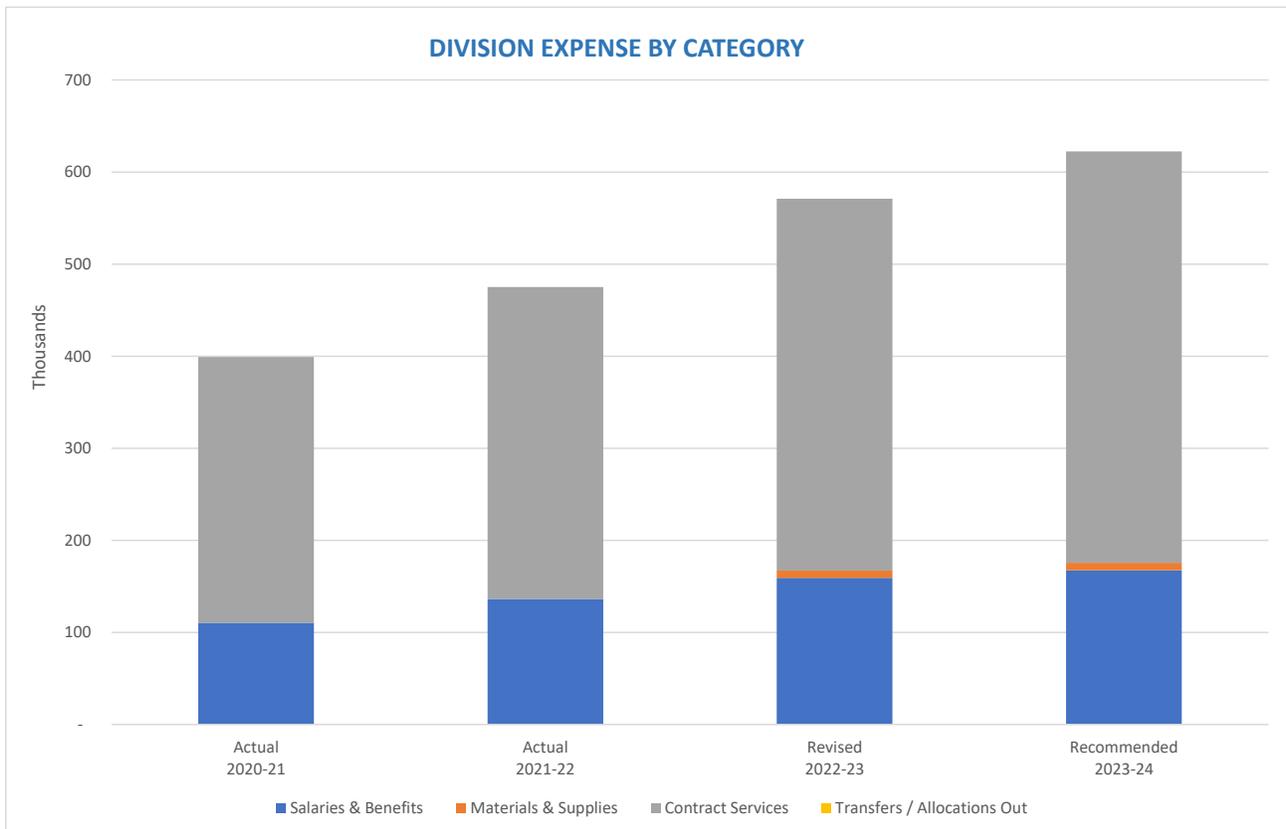
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	110,342	136,404	159,192	167,507
Materials & Supplies	-	-	8,137	8,137
Contract Services	288,698	338,636	403,604	446,857
Transfers / Allocations Out	-	-	-	-
Division Total	399,039	475,040	570,933	622,501

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Contribution from Other Funds	399,039	475,040	570,933	622,501
Division Total	399,039	475,040	570,933	622,501

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
City Manager	0.05	0.05	0.05	0.05
Assistant City Manager	0.05	0.05	0.05	0.05
Administrative Services Director	0.30	0.30	0.30	0.30
City Clerk/Communications Director	0.05	0.05	0.05	0.05
Finance Manager	-	0.10	0.10	0.15
Management Analyst	-	0.10	0.10	-
FTE Total	0.45	0.65	0.65	0.60



GENERAL LIABILITY

303-250

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	110,342	136,404	159,192	167,507
6101	General Supplies	-	-	8,137	8,137
6301	Contract Services (Non-Govt)	35,940	-	37,023	37,023
6305	Liability Insurance	248,451	327,630	356,081	399,334
6310	Hiring Costs	-	-	500	500
6325	Legal Counsel	4,307	11,006	10,000	10,000
Division Total		399,039	475,040	570,933	622,501

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
	Contribution from Other Funds	399,039	475,040	570,933	622,501
Division Total		399,039	475,040	570,933	622,501

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases.
6100-6199	Supplies & Materials	Office supplies to support the division. There is no change to this category.
6300-6399	Contract Services	General liability member contributions and various claims are charged here. No change is included.

WORKERS' COMPENSATION

303-260

DIVISION EXPENSE BY CATEGORY

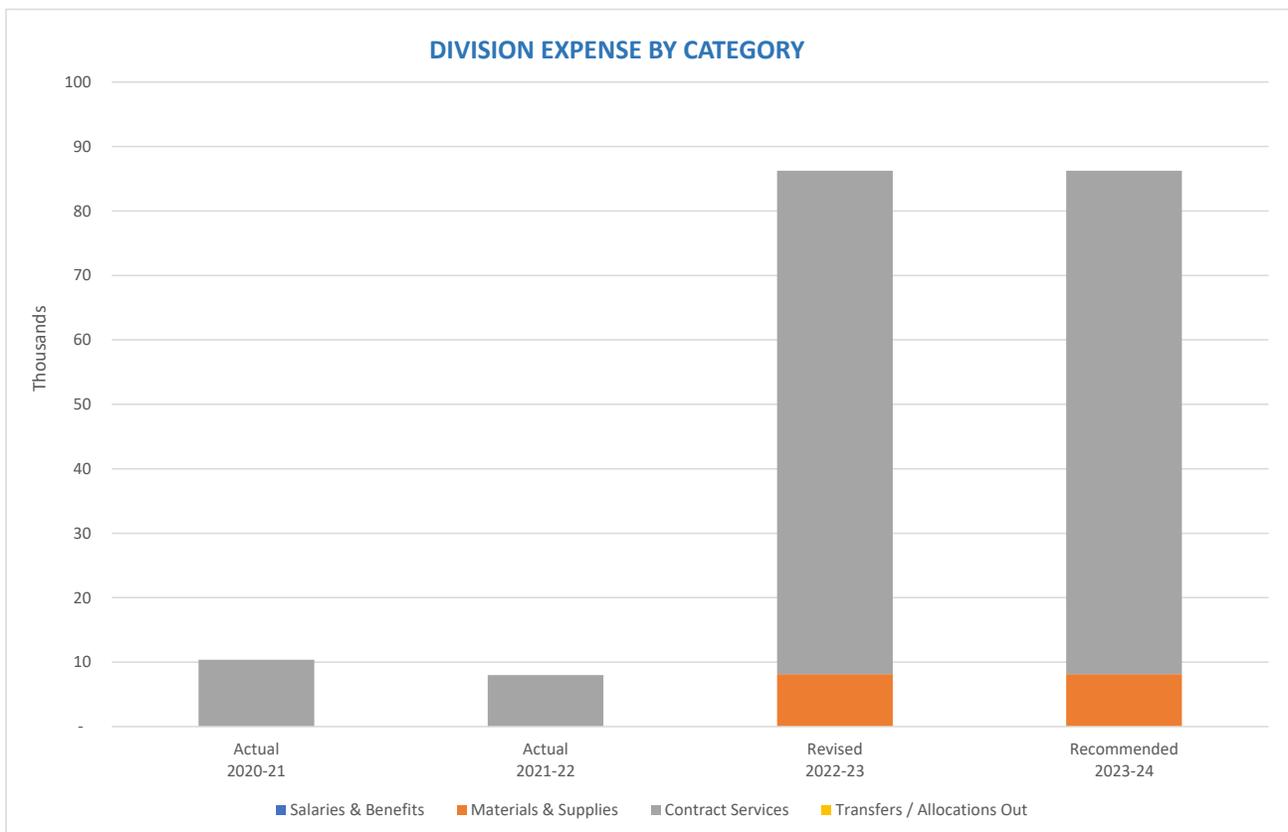
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	-	-	-	-
Materials & Supplies	4	-	8,137	8,137
Contract Services	10,357	7,999	78,093	78,093
Transfers / Allocations Out	-	-	-	-
Division Total	10,361	7,999	86,230	86,230

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Contribution from Other Funds	10,361	7,999	86,230	86,230
Division Total	10,361	7,999	86,230	86,230

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Management Analyst	0.00	0.00	0.00	0.00
FTE Total	-	-	-	-



WORKERS' COMPENSATION

303-260

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
5000-5999	Salaries & Benefits	-	-	-	-
6101	General Supplies	4	-	8,137	8,137
6301	Contract Services (Non-Govt)	-	-	53,045	53,045
6305	Liability Insurance	10,357	7,999	25,048	25,048
6607	Claims Liability	-	-	-	-
	Division Total	10,361	7,999	86,230	86,230

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
	Contribution from Other Funds	10,361	7,999	86,230	86,230
	Division Total	10,361	7,999	86,230	86,230

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
6100-6199	Supplies & Materials	Office supplies to support the division. There is no change to this category.
6300-6399	Contract Services	Workers' compensation charges and long-term disability charges are charged here. No change is included.



Public Safety



Core Services

The core services of the Public Safety Department support the partnership with City departments and the community to protect life and property, enhance health and safety, and improve the quality of life of all residents, businesses, and visitors to Half Moon Bay.

Description

The City contracts with the County of San Mateo Sheriff's Office for law enforcement services including regular patrols, dispatch responses to emergency and 911 calls, investigative services, community policing, and specialized law enforcement services as needed. The San Mateo County Sheriff's Office is dedicated to the preservation of public safety by providing innovative and progressive service in partnership with the Half Moon Bay community. Animal control services are also provided through the County.

Service Priorities

- Deliver 24-hour emergency response
- Coordinate emergency preparedness efforts
- Detect and reduce crime
- Enforce traffic laws
- Manage records and reporting
- Provide community policing
- Assist in coordinating the annual Youth Summit
- Coordinate the Sheriff's Activity League on the Coastside

Staffing

The Public Safety budget consists of key contracts for services with San Mateo County for law enforcement, 911 dispatch, animal control, emergency services, and contracts with agencies that provide other related services such as citation processing.

Service Level Changes

All services will remain the same.

Budget Highlights / Summary of Changes

The Law Enforcement budget includes an annual cost of living adjustment.

Fiscal Year 2022-23 Accomplishments

- Responded to and managed the largest mass shooting incident in San Mateo County History, quickly apprehended the suspect, and worked hand-in-hand with partners to navigate the aftermath of the event itself and inhumane living conditions.
- In partnership with Sheriff's Activities League and Community Alliance to Revitalize Our Neighborhoods, hosted several Coastside events, including visiting those affected by the Mass Shooting Incident, bringing toys to the children who were displaced, and hosting a 5-week Mental Health Wellness Event, which was held at the Half Moon Bay Library and was open to anyone in the community in need of help to support the community.
- Continued to work collaboratively with the Psychiatric Emergency Response Team (PERT) and the Crisis Assistance Response and Evaluation (CARES) Team to reduce tragic outcomes, divert hospitalization and incarceration, reduce recidivism, and connect those with mental illness and addiction to community resources.
- Initiated a local presence on NextDoor to further engage with members of the Coastside Community
- The Sheriff's Office of Emergency Services assisted and supported the Half Moon Bay Bureau and the City through recent unprecedented rainfall, flooding, trees down and other weather associated events.
- Redesigned the sign in front of the Substation identifying the location as such, to be larger and more visible to the community both from a distance and at night; redesigned the smaller sign on Kelly leading into the Shoreline Station for visibility to the community.
- Commissioned a mural that was designed and created by the Coastside Boys and Girls Club for the wall of the Substation front lobby to show an artistic representation of the relationship between the Sheriff's Office and the community of Half Moon Bay in perpetuity.

Fiscal Year 2023-24 Goals / Strategic Plan Elements

- Continue to make community policing a priority and generate additional community events (Healthy Communities and Public Safety).
- Participate in additional community engagement meetings to build trust and learn from the residents' interactions with law enforcement. (Healthy Communities and Public Safety).
- Partner with several community groups in order to strengthen communication, transparency, and trust (Healthy Communities and Public Safety).
- Continue to support the CARES and PERT teams to ensure safe outcomes in response to mental health crises.
- Coordinate with City staff and regional partners on creating and implementing Emergency Preparedness Plans, including the annual summer beach plan and traffic (Healthy Communities and Public Safety).
- Continue to work with the City and regional partners regarding homeless issues (Healthy Communities and Public Safety).
- Continue to participate in the Gang Task Force and other Specialized Units to combat perceived uptick in Gang related incidents around town.

- (Healthy Communities and Public Safety).
- Utilize the Bicycle Unit and Off-Road Motorcycle Unit to patrol coastal trails, Poplar Beach, and other coastal areas. (Healthy Communities and Public Safety).
- Educate and disseminate prevention information regarding phone scams, burglary trends, and other crimes of opportunity (Healthy Communities and Public Safety).

PUBLIC SAFETY

101-310

DIVISION EXPENSE BY CATEGORY

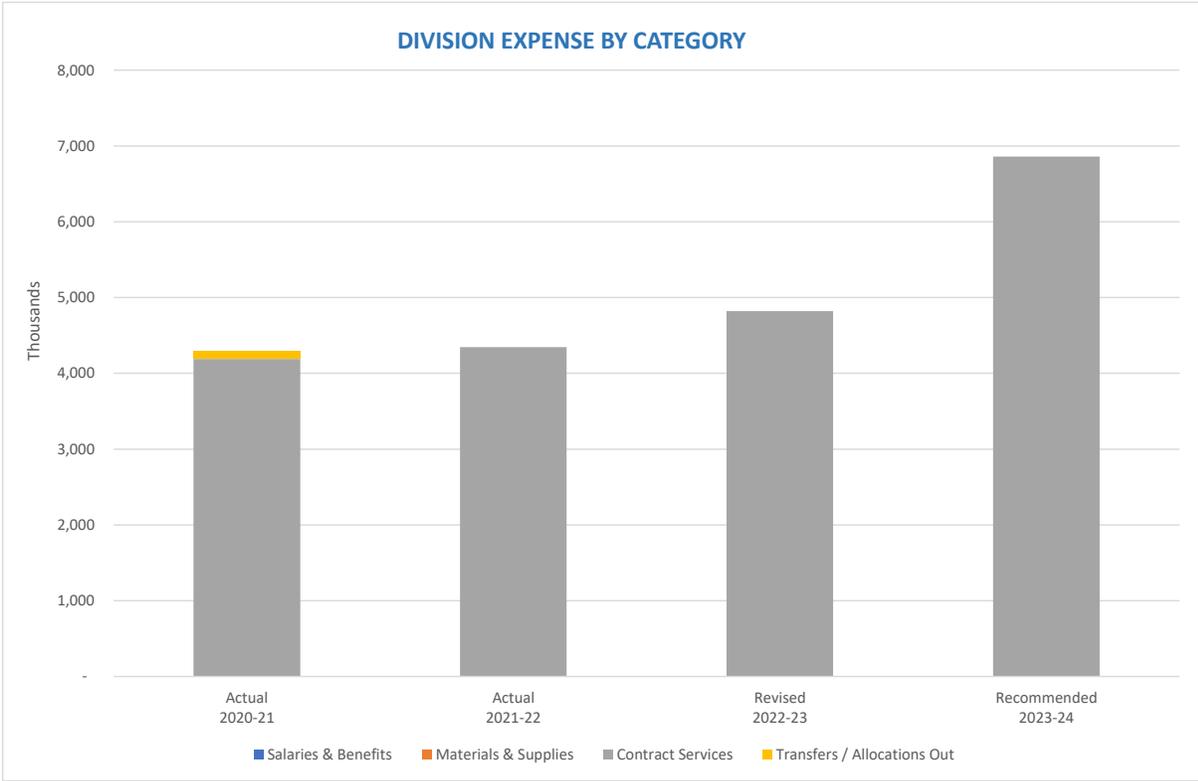
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	-	-	-	-
Materials & Supplies	639	28	1,000	1,000
Contract Services	4,187,688	4,346,226	4,818,699	6,859,462
Transfers / Allocations Out	105,835	-	-	-
Division Total	4,294,162	4,346,255	4,819,699	6,860,462

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Taxes	31,816	28,232	29,600	30,200
Charges for Services	112,651	77,551	45,443	34,936
Other Revenue	1,797,892	1,010,121	660,198	457,721
General Fund	2,351,803	3,230,350	4,084,458	6,337,605
Division Total	4,294,162	4,346,255	4,819,699	6,860,462

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
FTE Total	0.00	0.00	0.00	0.00



DIVISON EXPENSE BY LINE ITEM

Account	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999 Salaries & Benefits	-	-	-	-
6101 General Supplies	639	28	1,000	1,000
6202 Memberships, Dues & Subscriptions	-	-	-	-
6301 Contract Services (Non-Govt)	18,054	7,572	35,000	35,000
6302 Contract Services (Govt)	4,165,337	3,519	-	-
6317 Animal Control	-	113,513	121,911	124,131
6318 Sheriff Patrol	-	3,942,950	4,352,084	5,892,638
6319 Other Public Safety Services	-	267,771	275,804	773,793
6405 Combined Utilities	4,297	-	-	-
6408 Utilites - Other	-	4,384	3,675	3,675
6610 JPA/District Contributions	-	6,518	30,225	30,225
7201 General Transfers Out	105,835	-	-	-
Division Total	4,294,162	4,346,255	4,819,699	6,860,462

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4131	Sales & Use Tax	6,268	-	-	-
4136	Public Safety Sales Tax	25,548	28,232	29,600	30,200
4202	Alarm Fees	-	6,077	16,350	6,000
4203	P.D. Permit Special Revenue	2,863	840	706	800
4301	Fines & Forfeitures	108,937	70,383	27,936	27,936
4302	Abandoned Vehicle Abatement	-	-	-	-
4411	Investigation & Report	851	251	451	200
4902	Miscellaneous Revenue	1,797,892	390,697	-	-
4903	Reimbursed Expenses	-	619,423	660,198	457,721
	General Fund Contribution	2,351,803	3,230,350	4,084,458	6,337,605
Division Total		4,294,162	4,346,255	4,819,699	6,860,462

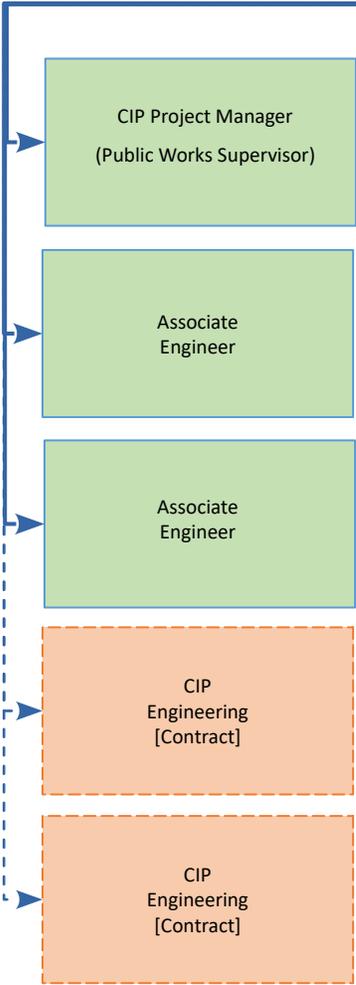
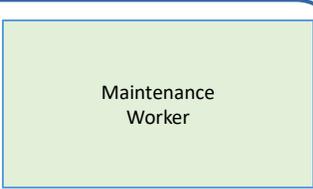
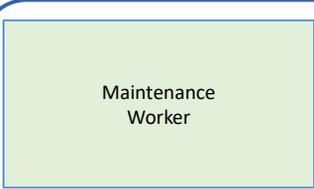
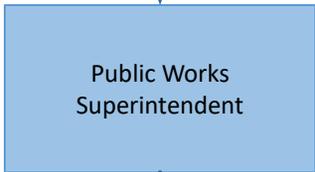
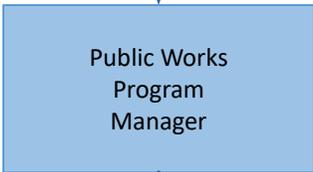
PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Patrol services are contracted out thus no salary charges are budgeted.
6100-6199	Supplies & Materials	Supplies only are for the mailing and renewing of alarm permits as issued by the City.
6300-6399	Contract Services	Services budgeted here include patrol services, animal control, 911 dispatch and narcotics task force support. Increases are due to rising costs in these existing contracts.
6400-6499	Utilities	A small portion of the utilities generated at the Sheriff station are charged here.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance. Since this department contains no staff personnel, there are no internal service charges.



Public Works

Public Works Department





Core Services

The core services of the Public Works Department promote safety, livability, and sustainability through effective management of streets, parks, facilities, and utilities. The department is also dedicated to excellence, integrity, and environmental stewardship.

Vision

Making Half Moon Bay the premier place to vivir (live), trabajar (work) and jugar (play)!

Description

The Public Works Department coordinates and manages maintenance, replacement, and enhancement of City infrastructure, including streets, streetlights, street and regulatory markings and signage, medians, parkways, the storm water collection and conveyance system, the sewer collection system, parks and trails, as well as public facilities. The department develops, manages, and implements the City's Five-Year Capital Improvement Program (CIP), reviews private development applications, coordinates with Caltrans on Highways 1 and 92, manages and oversees the City's solid waste franchise agreement, develops and implements sustainability programs, and ensures private and public compliance with local, state, and federal regulations, including the Federal Clean Water Act, National Pollutant Discharge Elimination System, and the endangered species acts. The department also serves as liaison to the Sewer Authority Mid-Coastside (SAM), City County Association of Governments (C/CAG), the Metropolitan Transportation Commission (MTC), Caltrans and other agencies.

Service Priorities

- Protect and enhance the public health, safety, and welfare of the community.
- Maintain critical City infrastructure, parks, trails, and public facilities.
- Develop and implement the City's Five-Year Capital Improvement Program (CIP).
- Implement preventive maintenance efforts where possible to reduce pre-mature and costly replacement.
- Implement complete streets and neighborhood traffic calming to enhance quality of life in existing and new neighborhoods.
- Encourage multi-modal transportation, traffic management and transportation demand management strategies.
- Incorporate green infrastructure, watershed management, and habitat enhancement / protection into capital infrastructure planning and design efforts.
- Identify and implement sustainability programs.
- Maintain City compliance with CalRecycle.
- Monitor and manage the City's 10-year solid waste franchise agreement.

Staffing

The Public Works Department consists of a Director, Public Works Superintendent, two (2) Public Works Supervisors, Senior Management Analyst, Management Analyst, Associate Engineer, Assistant Engineer, Administrative Assistant, Senior Maintenance Workers, four (4) Worker I/II positions, a Maintenance Assistant, a part time contract sewer engineer, a 20-hour contract Public Works Inspector and a part time contract traffic engineer for capital project support.

Service Level Changes

The department was formed in FY 2017-18 through reorganization of the former Community Development Department and merger of the Public Works-Facilities Maintenance Division and Sewer System Operations from the City Manager's Office. In the following years, the City added five (5) Maintenance Worker I/II positions bringing the total number of maintenance workers back to the pre-2008 recession levels. The City also brought engineering services in-house and created the Management Analyst position dedicated to sustainability. During FY 2022-23, the Director was promoted to Assistant City Manager and the City Engineer became the Director & also holds the title of City Engineer, which created one less staff in the engineering division. That created additional opportunities to review in-house organization which led to the creation of a new classification, the Public Works Supervisor. The previous City Engineer position will now be filled by the Public Works Supervisor position.

Budget Highlights / Summary of Changes

The department budget includes funding for personnel-related costs, increased costs for consultant services, and materials and support for departmental programs. With the budget proposed for FY 2023-24, the department will seek to maintain current levels of service, expand the City's preventative maintenance efforts, and increase the City's outreach and education efforts around sustainability.

The Department is comprised of the following divisions:

Administration

Core Services

The core services of the Administration division provide support to each of the other four divisions: 1) Engineering, 2) Maintenance, 3) Sustainability, and 4) Sewer. Duties include administrative tasks, managing the Public Works hotline, executing contracts, and processing invoices to ensure each division can fulfill their respective duties to protect public health, safety, welfare, and improve the quality of life of residents and visitors alike.

Description

The Administration division serves as the primary point of contact for the City Manager, City Council, Sewer Authority Midcoast, and other departments and agencies. The division generally serves as the Public Information Officer (PIO) for issues pertaining to Public Works and coordinates special purpose committees including the Bicycle/Pedestrian Advisory Committee (BPAC). The division is responsible for preparing the City's Five-Year Capital Improvement

Program (CIP), the Capital Budget, and the Public Works operating budget. It also oversees public procurements and accounts receivable for the department.

Fiscal Year 2022-2023 Highlights

- Supporting the Public Works Department with contracts processing, accounts payable, records management, purchase requisitions (PO's), grant reimbursements, taking public requests and complaints, coordinating & staffing various committees and commissions including the Bicycle Pedestrian Advisory, on-going website updates, capital improvement program budget preparation & 22-23 Winter Storm support
- Supporting the Clerk's Department on Public Records Act management during staff transition

Engineering

Core Services

The core services of the Engineering division protect public health and safety and improve the quality of life of residents and visitors by ensuring safe and functional streets, bridges, intersections, and infrastructure that is designed, inspected, and maintained in accordance with the City Council approved Five-Year Capital Improvement Project (CIP), best practices and applicable local, state, and federal regulations and laws.

Description

The Engineering division is responsible for review of private development, issuance of applicable permits, assisting with environmental reviews, coordination with other divisions/departments, consultant engineers, and other utility providers in the design and construction of new public and privately funded projects and infrastructure. The division serves as lead on the preparation of studies and master plans of the City's streets, buildings and grounds, sewage, and drainage systems. The division identifies capital improvement needs in consultation with other divisions and departments, coordinates with non-City utility providers on design and implementation of the CIP, and oversees design, permitting, bidding, bid award, and construction of projects identified in the CIP. The division is also responsible for managing the Traffic Safety Committee, related traffic safety regulations.

Fiscal Year 2022-2023 Highlights

- Completed CIP projects including the Kelly Avenue Crosswalk project, among other minor projects
- Continue design and environmental on capital projects, including but not limited to Smith Field, Pavement Maintenance project, annual sidewalk repairs project, among others.
- Finalized design and environmental work on Eastside Parallel Trail North (Segment 4), including coordination with County on northerly extension.
- Completed design and construction bid advertisement on Poplar Street Traffic Calming and Safety project.
- Collaboration with the community development department

- Continued discussions with SamTrans and San Mateo County Transit District to improve Coastside transit options.
- Continued to work with Sheriff, Highway Patrol and Caltrans on ways to improve traffic flow on the Coastside with emphasis on summer, weekends and special events.

Maintenance

Core Services

The core services of the Maintenance division proactively maintain and enhance City streets, parks, trails, facilities, and infrastructure to ensure compliance with local, state, and federal laws, and continued functional and safe operations and use.

Description

The Maintenance division provides seven day a week, 24 hour a day cost-effective and timely maintenance of City utilities including the sewer collection system, storm drain system, streets, sidewalks, street trees, trails/paths, and parks, as well as City-owned and operated buildings to enhance and protect the health, safety, and welfare of residents and visitors alike.

Fiscal Year 2022-2023 Highlights

- Response to 22-23 Winter Storms including response to localized flooding, down trees, facilities damage, roads, sewers and storm drains, trails and bluff erosion
- Managed various contract service providers including janitorial, pest control, tree maintenance and portable toilets.
- Managed construction of the corporation yard at 880 Stone Pine Road
- Continued operation of LEED Certified Library facility including coordination of work by PG&E on temporary generator connection.
- Completed installation of signage and landscaping at the Sheriff Substation
- Remodeled City Manager's Office entryway and meeting space

Sustainability

Core Services

The core services of the Sustainability division help the City become a leader in environmental sustainability by establishing policies, implementing projects, and creating programs that decrease the City's environmental impact and carbon footprint.

Description

The division is responsible for identification, assessment, and implementation of sustainability programs, including development of the Sustainability Implementation Plan, writing, adopting and implementing the Climate Action and Adaptation Plan, and oversight of the solid waste franchise agreement. The division collaborates and coordinates projects and programs with other City departments and community partners to provide diverse public outreach and education

opportunities. Additionally, the division manages the Coastal Clean-up contract with Abundant Grace as well as coordinates beach clean-up efforts.

Fiscal Year 2022-2023 Highlights

- Prepared, adopted, and/or revised City's Municipal Code to incorporate new building electrification requirements, PV/EV requirements, and mandated SB 1383 programs.
- Operated a Beverage Container Redemption Pilot Project behind CVS in Strawflower Village utilizing secured grant funds from CalRecycle.
- Created the Climate Loteria game to assist in developing the City's first Climate Action and Adaptation Plan (CAAP).
- Updated the community Greenhouse Gas (GHG) inventory report.
- Initiated work on the Ocean Colony Sea Level Rise and Economic Impact analysis.
- Implemented the County's first disposable food ware ordinance.
- Hosted two community recycling days offering free paper shredding, compost pick-up, and e-waste recycling.
- Expanded and maintained the sustainability resources on the City's website.
- Coordinated a permanent sharps collection program at the Coastside Fire District.
- Continued to manage the 10-year solid waste franchise agreement with Republic Services.
- Managed the 5th annual Earth Day Essay Contest.
- Continued to partner with Abundant Grace on the Coastal Clean Team and expanded the program.
- Continued a "pack it in, pack it out" educational campaign at Poplar Beach.
- Partnered with San Mateo County and the City of Pacifica on a Coastside pet waste education and outreach program.
- Partnered with San Mateo County on an edible food recovery program and compost procurement and education program.
- Promoted programs and services provided by Commute.org.

Sewer

Core Services

The core services of the Sewer division maintain the City's sewer collection system, ensure continued functional and safe operations and use, and ensure compliance with local, state, and federal laws.

Description

The Sewer division provides cost-effective and timely maintenance of the City's sewer collection system to enhance and protect the health, safety, and welfare of residents and visitors alike. The Public Works Director serves as principal liaison to SAM staff, the SAM Board of Directors and City SAM Board representatives as well as with the City's contract FOG and collections

maintenance quality control. The City Engineer coordinates with contract City Sewer Engineer on master planning, capital planning and on an “as-needed” basis.

Fiscal Year 2022-2023 Highlights

- Completed replacement of generator at Pelican Point Pump Station.
- Completed draft Sewer Master Plan Update and updated the hydraulic model.
- Managed the collection system maintenance contract with SAM.
- Managed contract services with Mark Thomas Company on oversight of sewer collection system maintenance and implementation of FOG program.
- Commence update of the City’s FOG ordinance
- Managed SAM contract(s) and overall operations.

Fiscal Year 2023-2024 Departmental Goals / Strategic Plan Elements

- Update and prioritize the City’s Five-Year Capital Improvement Program for presentation and consideration by City Council.
- Complete capital projects designated for FY 2023-24 including but not limited to Carter Park, Frenchman's Creek Park Phase 2, Poplar Street (East of Highway 1), and Coastal Trail Overlay projects.
- Maintain storm water conveyance ditches annually in conformance with NPDES permit and the State Streambed Alteration Permit.
- Continue work on State mandated TMDL Study for Venice Beach area.
- Maintain and monitor sewer collection system in conformance with the City’s adopted Sewer System management Plan (SSMP) and State law.
- Continue to implement preventive maintenance program for public facilities and infrastructure.
- Coordinate and collaborate with Coastside emergency preparedness efforts.
- Collaborate on the implementation of the ADA Transition Plan.
- Monitor and manage the City’s 10-year Solid Waste Franchise Agreement.
- Evaluate opportunities to enhance / expand parks, multi-use trails, and path opportunities.
- Adopt the Climate Action Plan and begin work on the Climate Adaptation Plan
- Complete Smith Field 35% design and obtain Coastal Development Permit – complete phase 1 design and advertise project for construction
- Break ground on Eastside Parallel Trail – Segment 4 construction (Northern City limit to Roosevelt).



Performance & Workload Measures

Administration

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Develop Budget and Capital Improvement Program				
Prepare the Public Works Operating Budget by April	Yes	Yes	Yes	Yes
Prepare the Capital Improvement Program by May	Yes	Yes	Yes	Yes
Pursue and maintain grants for capital projects	Yes	Yes	Yes	Yes
Provide contract and invoicing support				
Execute contracts within 14 days of signed resolution	85%	90%	90%	90%
Process invoices within 21 days of receipt	85%	95%	95%	95%
Workload Measures				
Number of major capital projects delivered	0	6	13	5
Number of grants applied for (and received)	(7)	(9)	10	6
Number of invoices processed	1,390	1,285	1,400	1,400

Engineering

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Provide private development support				
Percentage of encroachment permits issued within 30 days	90%	90%	90%	90%
Provide comments and review for CDP applications within 21 days	90%	90%	90%	90%
Workload Measures				
Number of encroachment permits issued	98	110	100	100
Number of CDP applications reviewed	60	82	80	80

Maintenance

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Provide maintenance support to City-owned infrastructure				
Respond to emergency requests within 24 hours	100%	100%	100%	100%
Respond to maintenance requests within 48 hours	92%	93%	95%	95%
Provide scheduled janitorial service	Yes	Yes	Yes	Yes
Provide regularly scheduled maintenance	Yes	Yes	Yes	Yes
Workload Measures				
Regulatory signs replaced and/or maintained	240	195	175	200
Trees maintained (trimmed or removed)	80	68	125	110

Sustainability

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Manage the City's Sustainability Initiatives				
Present the updated Sustainability Implementation Plan to City Council by February	Yes	Yes	Yes	Yes
Review the building electrification ordinance annually	Yes	Yes	Yes	Yes
Manage the City's Solid Waste Franchise Agreement and all state reporting and mandates	Yes	Yes	Yes	Yes
Manage the City's stormwater NPDES permit	Yes	Yes	Yes	Yes
Workload Measures				
Number of outreach events	14	11	19	18
Number of permits issued under electrification ordinance	N/A	0	15	50
Percent of trash captures and drainage inlets cleaned annually	100%	100%	100%	100%

Sewer

Core Service and Measure	2020-21 Actuals	2021-22 Actuals	2022-21 Estimated	2023-24 Projected
Provide maintenance support to City sewer collection system				
Respond to emergency requests and call outs within 24 hours	100%	100%	100%	100%
Complete FOG inspections on schedule	95%	95%	95%	95%
Provide monthly collection system cleaning	Yes	Yes	Yes	Yes
Provide annual CCTV inspections	Yes	Yes	Yes	Yes
Workload Measures				
Number of FOG inspections (including reinspections)	81	80	75	80
Number of hot spots identified	143	77	80	80
Linear feet of sewer system cleaned annually (inclusive of multiple hotspot cleanings)	147,134	125,000	110,000	100,00
Linear feet of CCTV inspections	12,910	11,000	13,000	8,000

PUBLIC WORKS ADMINISTRATION

101-410

DIVISION EXPENSE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	390,959	468,758	499,306	483,525
Materials & Supplies	13,470	37,290	44,500	57,000
Contract Services	135,397	116,322	142,989	40,000
Transfers / Allocations Out	2,543	55,438	47,668	39,456
Division Total	542,368	677,809	734,463	619,981

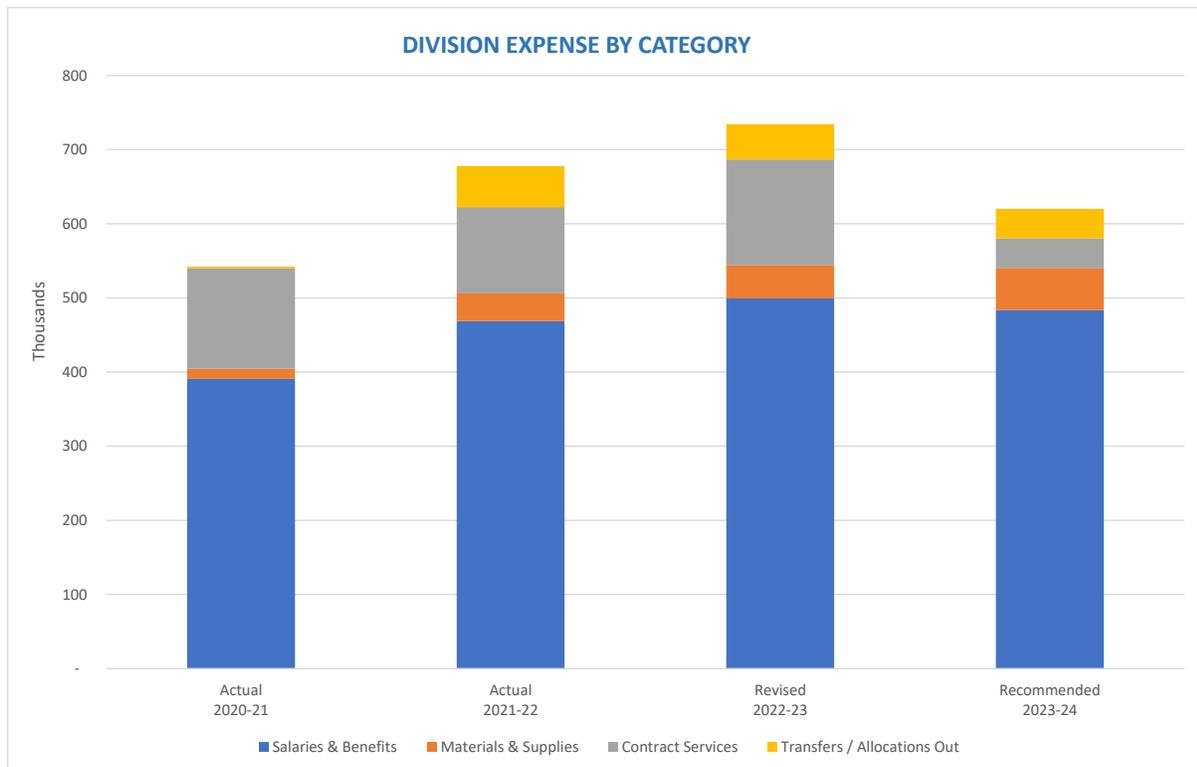
DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Other Revenue	68,627	114,488	86,105	88,133
Taxes	-	677,498	688,536	710,078
General Fund	473,741	-	-	-
Division Total	542,368	791,987	774,642	798,211

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Public Works Director	0.25	0.35	0.35	0.35
City Engineer	0.10	0.15	0.15	-
Senior Management Analyst	0.75	0.75	0.75	0.75
Management Analyst	1.00	1.00	1.00	0.75
Administrative Assistant	0.55	0.55	0.55	0.55
FTE Total	2.65	2.80	2.80	2.40

Part-Time non-benefited employees included: Intern (480 hours)



PUBLIC WORKS ADMINISTRATION

101-410

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	390,959	468,758	499,306	483,525
6101	General Supplies	10,667	21,134	20,000	30,000
6201	Training/Meetings	1,550	4,126	17,500	20,000
6202	Memberships, Dues & Subscriptions	1,253	12,030	7,000	7,000
6301	Contract Services (Non-Govt)	135,235	778	27,989	40,000
6303	Advertising Costs	162	-	-	-
6320	Professional Services	-	115,544	115,000	-
7201	General Transfers Out	2,543	-	-	-
7203	Vehicle ISF	-	8,408	1,685	1,652
7204	Equipment Fund ISF	-	21,197	20,857	17,634
7205	Risk Management ISF	-	25,833	25,127	20,170
Division Total		542,368	677,809	734,463	619,981

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4140	Franchise Fee - Solid Waste	-	677,498	688,536	710,078
4141	BFI AB939 Fees	51,627	85,768	81,105	83,133
4850	Grants	16,000	27,210	5,000	5,000
4902	Miscellaneous Revenue	1,000	1,510	-	-
	General Fund Contribution	473,741	-	-	-
Division Total		542,368	791,987	774,642	798,211

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6100-6199	Supplies & Materials	Supplies and materials to support Earth Day. Increase to support sustainability programs.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	In prior years, costs represented coastal cleanup efforts as performed by a contractor. This contract has since been moved to the City Manager's Office division
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

DIVISION EXPENSE BY CATEGORY

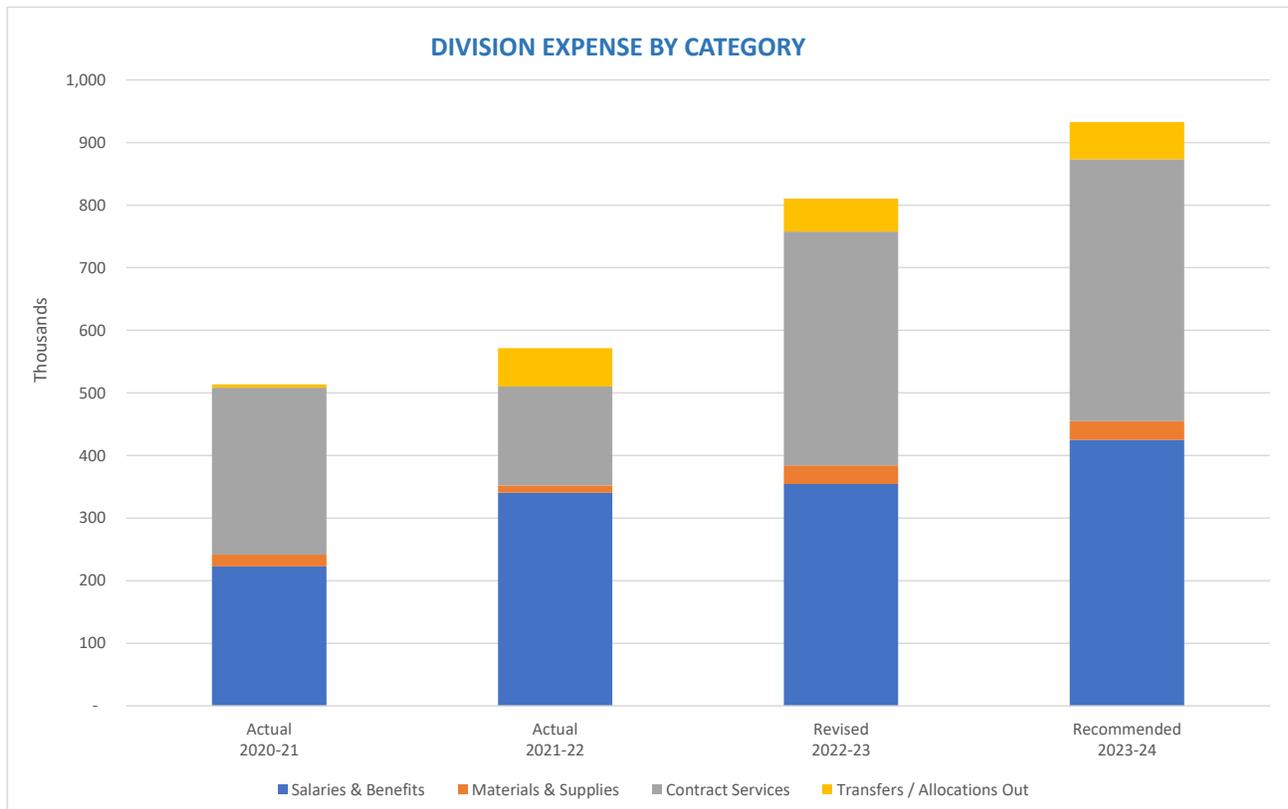
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	222,712	340,590	354,314	424,836
Materials & Supplies	18,986	11,802	30,000	30,000
Contract Services	266,624	157,712	373,500	418,500
Transfers / Allocations Out	5,136	61,438	52,598	59,357
Division Total	513,458	571,543	810,412	932,693

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Charges for Services	97,748	188,612	125,000	125,000
General Fund	415,709	382,931	685,412	807,693
Division Total	513,458	571,543	810,412	932,693

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Public Works Director	0.15	0.15	0.15	0.20
City Engineer	0.30	0.50	0.50	-
Associate Engineer	0.10	0.15	0.15	0.55
Senior Management Analyst	0.10	0.15	0.15	0.15
Management Analyst	-	-	-	0.15
Community Preservation Specialist	0.10	0.10	0.10	0.05
Permit Technician	0.20	0.20	0.20	0.20
Assistant Engineer	0.40	0.65	0.65	0.65
FTE Total	1.35	1.90	1.90	1.95



DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	222,712	340,590	354,314	424,836
6101	General Supplies	1,207	2,229	5,000	5,000
6105	Equipment Supplies	12,461	241	5,000	5,000
6201	Training/Meetings	828	2,099	10,000	10,000
6202	Memberships, Dues & Subscriptions	4,490	7,234	10,000	10,000
6301	Contract Services (Non-Govt)	240,453	9,337	-	-
6302	Contract Services (Govt)	-	400	-	-
6303	Advertising Costs	-	-	4,000	4,000
6315	NPDES/Stormwater Compliance	26,171	53,717	174,500	174,500
6316	Engineering Services	-	94,259	195,000	240,000
7201	General Transfers Out	5,136	-	-	-
7203	Vehicle ISF	-	9,318	1,859	2,486
7204	Equipment Fund ISF	-	23,491	23,013	26,528
7205	Risk Management ISF	-	28,629	27,725	30,343
Division Total		513,458	571,543	810,412	932,693

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4421	Engineering Fees	96,020	71,182	125,000	125,000
4442	Planning Misc. Fees	-	4,680	-	-
4443	Zoning Fees	1,728	112,750	-	-
	General Fund Contribution	415,709	382,931	685,412	807,693
Division Total		513,458	571,543	810,412	932,693

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Office supplies and materials to support the Engineering division.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff. No change included.
6300-6399	Contract Services	Costs only include specialized engineering plan reviews, NPDES compliance services and project management services. Increase primarily from rising costs and additional hours to a city surveyor from increased workload.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

MAINTENANCE

101-430

DIVISION EXPENSE BY CATEGORY

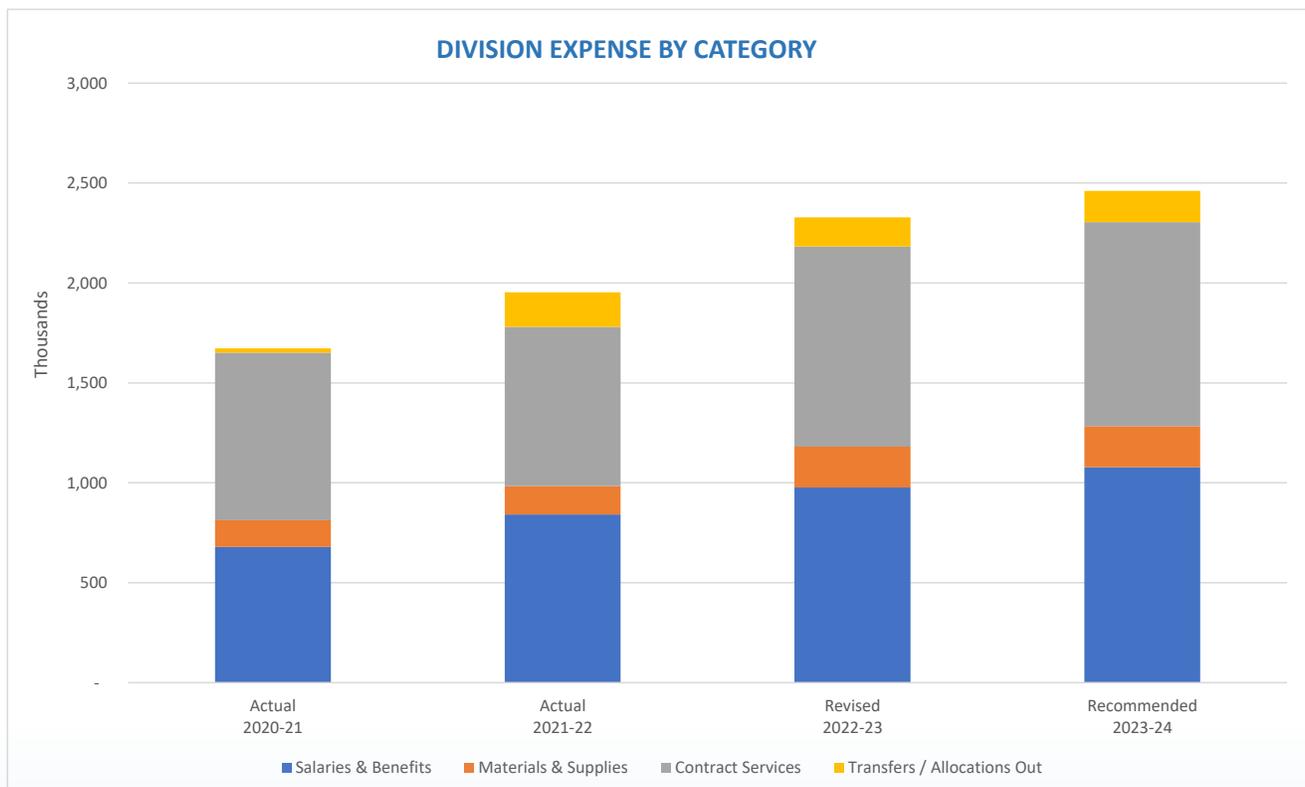
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	678,793	841,290	976,064	1,078,035
Materials & Supplies	134,089	142,100	205,000	205,000
Contract Services	838,440	796,974	1,001,072	1,021,061
Transfers / Allocations Out	21,323	172,612	145,973	156,599
Division Total	1,672,645	1,952,976	2,328,108	2,460,695

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Charges for Services	4,216	6,130	4,300	5,000
Other Revenue	353,782	324,701	225,495	300,000
General Fund	1,314,647	1,622,144	2,098,314	2,155,695
Division Total	1,672,645	1,952,976	2,328,108	2,460,695

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Public Works Director	0.20	0.20	0.20	0.20
Public Works Superintendent	0.55	0.80	0.80	0.80
Public Works Supervisor	-	-	-	0.75
Senior Maintenance Worker	1.60	1.60	1.60	0.85
Senior Management Analyst	0.15	0.10	0.10	0.10
Maintenance Worker I/II	2.60	2.95	2.95	3.30
Maintenance Assistant	-	1.00	1.00	1.00
Management Analyst	-	-	-	0.10
Administrative Assistant	0.15	0.15	0.15	0.15
FTE Total	5.25	6.80	6.80	7.25



MAINTENANCE

101-430

DIVISON EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	678,793	841,290	976,064	1,078,035
6101	General Supplies	130,729	123,349	175,000	175,000
6107	Maintenance Signage	-	16,096	20,000	20,000
6201	Training/Meetings	3,361	2,655	10,000	10,000
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	481,091	101,122	100,000	100,000
6302	Contract Services (Govt)	4,496	4,431	-	-
6311	Building/Grounds Maintenance	53,496	23,115	40,000	40,000
6312	Equipment Maintenance	921	-	-	-
6313	Janitorial Services	-	270,488	326,700	326,700
6314	Building/Grounds Maintenance	3,758	138,876	155,800	175,000
6401	Other Rental	55,612	24,633	26,331	27,121
6405	Combined Utilities	238,444	7,144	-	-
6406	Utilities - Electricity/Gas	-	86,977	179,800	179,800
6407	Utilities - Water	-	95,248	119,500	119,500
6408	Utilities - Other	-	44,939	52,941	52,941
6503	Vehicle Maint/Repair	623	-	-	-
7201	General Transfers Out	21,323	-	-	-
7203	Vehicle ISF	-	26,179	5,160	6,558
7204	Equipment Fund ISF	-	65,999	63,868	69,987
7205	Risk Management ISF	-	80,434	76,945	80,053
Division Total		1,672,645	1,952,976	2,328,108	2,460,695

DIVISON REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4431	Charging Station	4,216	6,130	4,300	5,000
4720	Poplar Beach Parking Fees	351,150	323,435	225,495	300,000
4902	Miscellaneous Revenue	2,632	1,266	-	-
	General Fund Contribution	1,314,647	1,622,144	2,098,314	2,155,695
Division Total		1,672,645	1,952,976	2,328,108	2,460,695

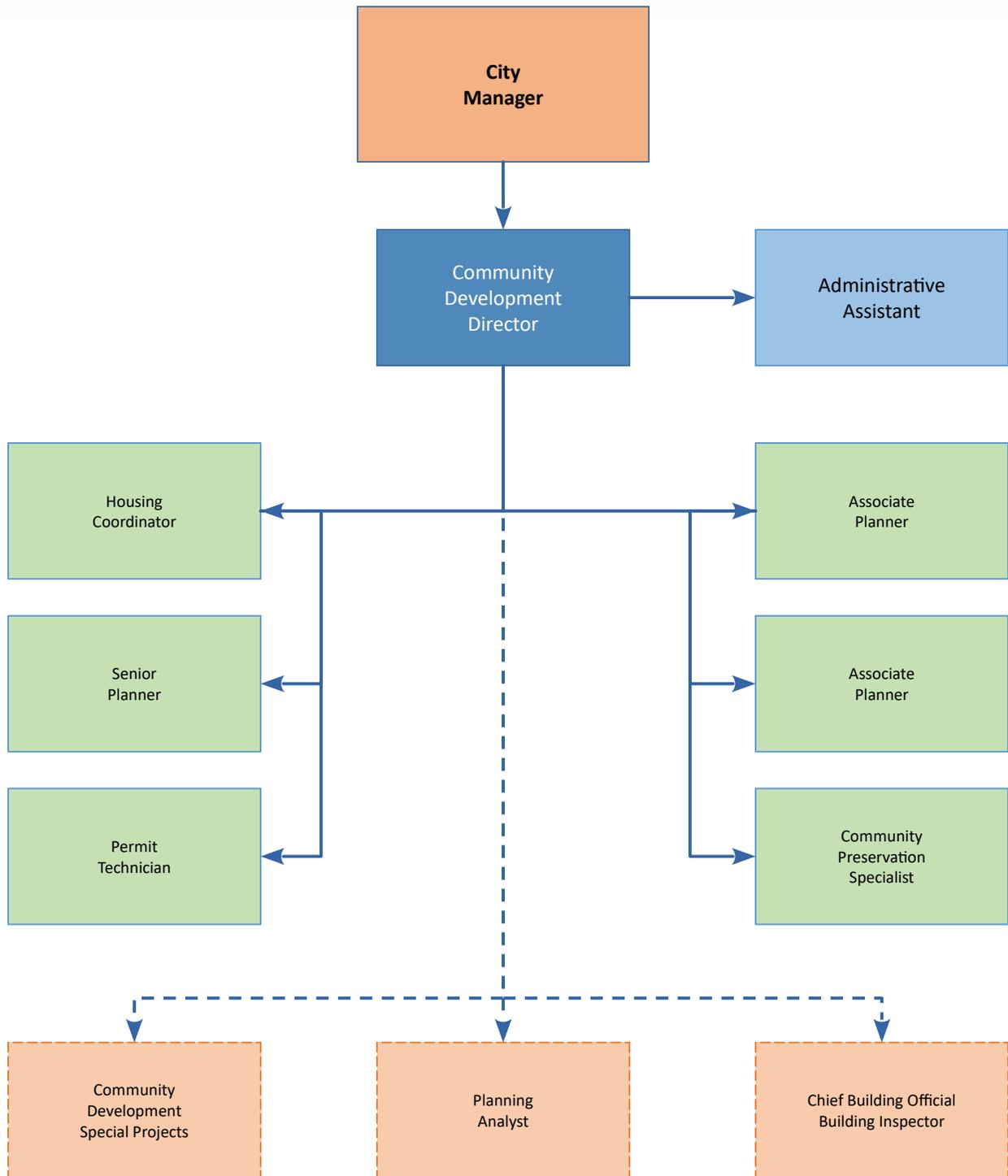
PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time.
6100-6199	Supplies & Materials	Parts and materials to upgrade, maintain and repair citywide facilities as performed by staff.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff.
6300-6399	Contract Services	Costs include citywide janitorial services, landscaping, pest control, vegetation, restroom portables, and smart trash receptacles. Increases are anticipated from rising costs for deferred maintenance in winter months.
6400-6499	Utilities	Basic utilities for shared city facilities. Utilities such as electricity, gas, phone, internet and water.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



Community Development

Community Development Department





Community Development

Core Services

The core services of the Community Development Department protect public health, safety, and welfare; enhance the community through long range and current planning; support affordable housing and economic development initiatives; and ensure building safety and code compliance while providing for inclusive and transparent planning and policy making processes that encourage community participation.

Description

The Community Development Department coordinates and manages the City's development-related functions: long-range planning, housing policy and programs, zoning and building code updates, development and subdivision review, permit processing, building inspection services, and code compliance. It also functions as the environmental coordinator for the City, ensuring compliance with the California Coastal Act, California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA).

The Department provides staff support to the City Council, Planning Commission, Architectural Advisory Committee, and Bicycle and Pedestrian Advisory Committee; and monitors and participates with regional organizations including the City/County Association of Governments (C/CAG) and the Association of Bay Area Governments (ABAG). The Department also conducts environmental review and processes permits required for public projects including parks, streets, and other infrastructure improvements.

Service Priorities

- Ensure compliance with the Local Coastal Program (LCP) and the California Coastal Act through protection of coastal resources and maximization of coastal access.
- Update General Plan Elements and oversee policy compliance.
- Implement the Housing Element by facilitating development of affordable housing and managing housing programs.
- Protect and enhance public health, safety, and welfare of community members.
- Create safe, livable, connected, and walkable residential and mixed-use neighborhoods.
- Enhance employment and economic development opportunities for residents and businesses.
- Responsively support Councilmembers, Commissioners, the community, other agencies, and other City departments.

Staffing

The Department consists of a Director, two Senior Planners, Assistant Planner, Administrative Assistant, Housing Coordinator, Permit Technician, Community Preservation Specialist, Part-Time Contract Building Official/Inspector, and Part-Time Contract Planning Analyst.

Service Level Changes

Affordable housing continues to be a City Council priority. With the hiring of a Housing Coordinator at the onset of FY 2022-23, the Department has built capacity to administer housing programs and oversee affordable housing development opportunities. Through the Cycle 6 Housing Element, staff will continue to evaluate delivery of State mandated housing requirements and future service needs. With the emphasis on housing needs, the Planning Division has become a Planning and Housing Division.

Budget Highlights / Summary of Changes

There are no staffing changes proposed for FY 2023-24. The Department's contract/professional services budget will remain substantially unchanged from the previous fiscal year overall. Due to the increased cost of building inspection and plan check services, \$50,000 is transferred from the Planning contract budget to the Building contract budget. It is important to note that building contract services are substantially covered by building permit revenues. The Planning contract service budget should be adequate for this fiscal year because most of the larger projects are budgeted through the CIP and some of those projects are also supported by grant funding. The Department's revenues associated with permit review decreased slightly during FY 2022-23; however, there are multiple development projects in the pipeline expected to reach permitting stages of development. Also of note, applicants for land use entitlements (e.g. coastal development permits) pay for any contract services the City engages in to conduct project review, such as for environmental assessments.

The department consists of two divisions:

Building and Community Preservation Division

Core Services

The Building and Community Preservation Division protects public health and safety through plan check review and issuance of required building permits; and inspection of buildings, properties, and facilities in compliance with the California Building Standards, the Half Moon Bay Municipal Code, and other federal, State, and local requirements.

Description

The Division staffs the City Hall front counter which coordinates intake of building, engineering, and planning permits; provides building plan check services; building inspection services; and zoning and other Municipal Code-related code compliance services. Division staff also provide responsive services including quick turn-around for inspections and certain over-the-counter permits for ministerial matters. Staff spend significant time in the field and their firsthand knowledge of community conditions is essential to the Department and other City functions.

Planning and Housing Division

Core Services

The Planning and Housing Division protects public health and safety; supports sustainable development, especially of affordable housing; safeguards coastal resources; and improves the quality of life of community members by ensuring residences, businesses, and other uses are developed and operated in accordance with the requirements of the LCP, Zoning Ordinance, General Plan, California Environmental Quality Act (CEQA), the Subdivision Map Act, State housing laws, and other applicable local, State, and federal laws and regulations.

Description

The Planning and Housing functions serve residents and businesses by overseeing and implementing the City's development-related regulations, LCP, and General Plan, in accordance with State law. The Division serves the City's Planning Commission; whose role is to consider current development proposals and provide recommendations on land use policy matters to the City Council. The Division also has primary responsibility in working with the Architectural Advisory Committee to ensure design of private development proposals and public projects are consistent with community character and aspirations for improving the built environment over time. Staff strive to provide professional, courteous, responsive, and accountable public service to the community, and to implement Council-directed policy framework for the City's regulatory and environmental obligations. The Division works closely with the City Manager's Office, City Attorney's Office, and Engineering Division of the Public Works Department.

Department Accomplishments

Fiscal Year 2022-2023 Accomplishments

- **Housing Program:** Filled the newly created Housing Coordinator position. The Housing Coordinator works collaboratively with developers - both market rate and non-profit organizations - and covers various responsibilities related to housing policy analysis, community engagement, and funding resource and project management.
- **555 Kelly Avenue - Affordable Housing Project:** The Department's work on an affordable housing development at 555 Kelly Avenue on City-owned land. During this fiscal year, the City executed an Exclusive Negotiations Agreement with Mercy Housing, declared the housing site as exempt surplus land as required by State law, and approved up to \$1 million for the project via a Predevelopment Loan Agreement from the Affordable Housing Fund. The project currently proposes 40 units of senior farmworker housing and a farmworker resource center.
- **880 Stone Pine - Affordable Housing Project:** The Department conducted feasibility analysis and began community outreach for potential affordable housing development on City-owned land located at 880 Stone Pine. Department staff have worked closely with the City Manager's Office and the County of San Mateo to assess site development opportunities and to pursue State and federal funding for up to 50 modular homes, which could be ready for occupancy by qualifying lower-income households much quicker than traditional building construction.

- **Housing Element:** The Department released the First Public Review Draft of the Cycle 6 Housing Element and certification from the California Department of Housing and Community Development (HCD) is expected during the next fiscal year.
- **Short-Term Rental and Home Occupation Ordinance:** The California Coastal Commission conditionally certified the Ordinance in March; City Council readoption is anticipated by the end of the fiscal year.
- **Building Codes:** Updated the local building and fire code to incorporate the 2022 California Building Code; implemented the City's new sustainability ordinances including the Electrification Ordinance and the regulations for photovoltaic and electric vehicle charging stations.
- **Main and Kelly Mixed-Use Project:** Completed the parcel map and building permit plan check for the Main and Kelly mixed-use development which is expected to break ground in summer 2023.
- **Measure D:** Evaluated and ranked 26 applications for measure D allocations, confirmed through Planning Commission ratification.
- **Fire Safety and Environmental Protection:** Coordinated with the Fire District to work with property owners regarding their responsibilities to comply with fuel load management and environmental regulations.
- **Contract Management:** Managed contracts for planning staffing services and project management support; managed the contract for building inspection, plan check, and code compliance services.

Fiscal Year 2023-2024 Goals / Strategic Plan Elements

- **Housing Development:** Continue efforts to build affordable housing on the City-owned properties of 555 Kelly Avenue and 880 Stone Pine. Continue to work with private property owners and developers, including the Hilltop Mobile Home Park expansion and Cabrillo Unified School District (CUSD) "District Office" site on the Hatch School campus.
- **General Plan Elements:** Complete the Housing Element which will include preparing a second draft of the Element responsive to HCD's direction and an associated environmental review document compliant with CEQA for City Council adoption and HCD certification.
- **Zoning Ordinance Updates:** Initiate work on the Implementation Plan (Zoning and Subdivision Ordinances) for implementing the Land Use Plan and Housing Element.
- **Permit System:** In collaboration with the Administrative Services and Public Works Departments, evaluate options, purchase, and implement a permit management system.
- **City Projects:** Continue to provide planning support for community engagement, project development, environmental review and entitlement of Public Works projects. Continue to assist Public Works in the annual review of the City's Five-Year CIP document and ensure Planning Commission review of the capital projects for General Plan consistency and to provide entitlement and environmental review.



Performance & Workload Measures

Building

Property and Building Safety	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Investigate and resolve code violations				
Investigate all code violation inquiries	Yes	Yes	Yes	Yes
Workload Measures				
Number of code violation cases meriting enforcement action <i>*For FY 2022-23, 71 violations have been addressed or are in progress since March 31, 2023; includes Terra Garden Farms which accounts for significant code enforcement oversight.</i>	111	133	95*	N/A
Number of Building Permits issued <i>*For FY 2022-23, 307 permits have been issued through March 31, 2023.</i>	539	456	410*	410

Planning

Housing and Other Planning Entitlements	2020-21 Actuals	2021-22 Actuals	2022-23 Estimated	2023-24 Projected
Support development of a wide range of housing types				
Utilize full capacity of Measure D	No	Yes	Yes	Yes
Workload Measures				
Number of Public Meetings for planning entitlement review and other matters <i>Includes all Planning Commission, Architectural Advisory Committee, and Community Development Director meetings; City Council and community meetings with planning and/or housing matters; and Coastal Commission hearings for City applications.</i>	48	41	40	40
Number of Planning Permit applications received <i>*For FY 2022-23, 67 permit applications have been received through March 31, 2023.</i>	86	69	89	75

COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

DIVISION EXPENSE BY CATEGORY

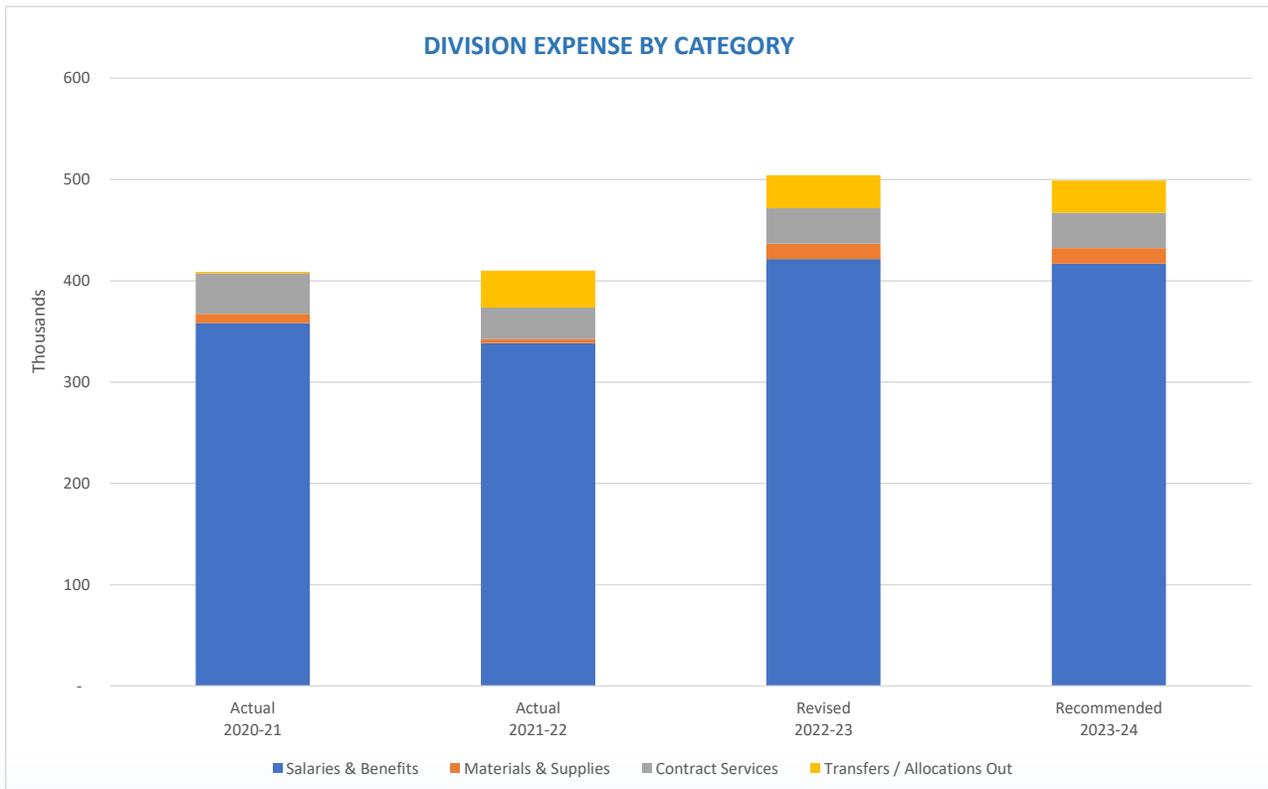
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	358,080	338,520	421,379	416,966
Materials & Supplies	9,330	3,762	15,223	15,223
Contract Services	40,157	31,316	35,000	35,000
Transfers / Allocations Out	1,258	36,490	32,733	31,753
Division Total	408,825	410,089	504,335	498,942

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Charges for Services	100	200	-	-
General Fund	408,725	409,889	504,335	498,942
Division Total	408,825	410,089	504,335	498,942

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Community Development Director	0.50	0.50	0.50	0.50
Senior Planner	0.20	0.20	0.20	0.30
Housing Coordinator	-	0.25	0.25	0.25
Associate Planner	0.20	0.10	0.10	-
Assistant Planner	-	0.10	0.10	0.10
Community Preservation Specialist	0.30	0.30	0.30	0.15
Permit Technician	0.20	0.10	0.10	0.10
Administrative Assistant	1.00	1.00	1.00	1.00
FTE Total	2.40	2.55	2.55	2.40



COMMUNITY DEVELOPMENT - ADMINISTRATION

101-730

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	358,080	338,520	421,379	416,966
6101	General Supplies	3,985	2,440	4,223	4,223
6201	Training/Meetings	1,923	260	8,000	8,000
6202	Memberships, Dues & Subscriptions	3,422	1,062	3,000	3,000
6301	Contract Services (Non-Govt)	40,157	31,316	35,000	35,000
6302	Contract Services (Govt)	-	-	-	-
6320	Professional Services	-	-	-	-
7201	General Transfers Out	1,258	-	-	-
7203	Vehicle ISF	-	5,534	1,157	1,330
7204	Equipment Fund ISF	-	13,952	14,322	14,191
7205	Risk Management ISF	-	17,004	17,254	16,232
Division Total		408,825	410,089	504,335	498,942

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4441	Code Enforcement	100	200	-	-
	General Fund Contribution	408,725	409,889	504,335	498,942
Division Total		408,825	410,089	504,335	498,942

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. A slight decrease from allocating staff time to other functions.
6100-6199	Supplies & Materials	Office supplies to support all of the Community Development Department across all divisions, the Planning Commission, and Architectural Advisory Committee. There is no change.
6200-6299	Training & Memberships	Training, licensing and professional memberships for staff across all divisions in the department, as well as the Planning Commission. No change included.
6300-6399	Contract Services	Costs include digital mapping services as utilized by all departments and specialized technological support. There is no change.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

PLANNING SERVICES

101-710

DIVISION EXPENSE BY CATEGORY

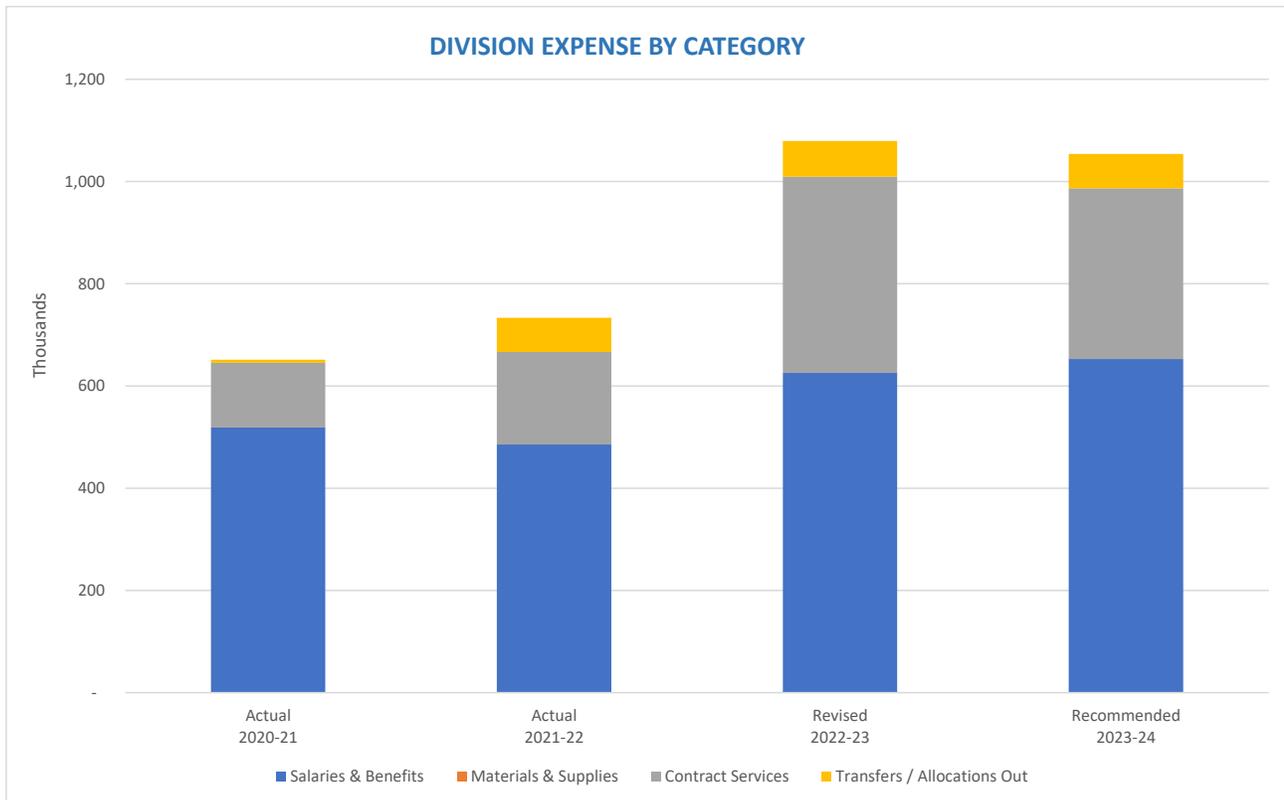
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	519,551	485,508	625,484	652,996
Materials & Supplies	66	156	-	-
Contract Services	125,985	181,081	384,000	334,000
Transfers / Allocations Out	5,863	66,648	70,065	67,082
Division Total	651,464	733,393	1,079,549	1,054,078

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Charges for Services	222,087	245,730	171,188	171,188
General Fund	429,377	487,662	908,361	882,890
Division Total	651,464	733,393	1,079,549	1,054,078

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Community Development Director	0.25	0.25	0.25	0.25
Senior Planner	0.80	0.80	0.80	1.70
Housing Coordinator	-	0.50	0.50	0.50
Associate Planner	1.80	0.90	0.90	-
Assistant Planner	-	0.90	0.90	0.90
Community Preservation Specialist	0.20	0.20	0.20	0.10
Permit Technician	0.20	0.10	0.10	0.10
FTE Total	3.25	3.65	3.65	3.55



PLANNING SERVICES

101-710

DIVISION EXPENSE BY LINE ITEM

Account	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999 Salaries & Benefits	519,551	485,508	625,484	652,996
6101 General Supplies	-	-	-	-
6201 Training/Meetings	66	-	-	-
6202 Memberships, Dues & Subscriptions	-	156	-	-
6301 Contract Services (Non-Govt)	125,097	108,770	120,000	70,000
6303 Advertising Costs	888	2,277	9,000	9,000
6320 Professional Services	-	70,034	255,000	255,000
7201 General Transfers Out	5,863	-	-	-
7203 Vehicle ISF	-	10,108	2,477	2,809
7204 Equipment Fund ISF	-	25,483	30,656	29,980
7205 Risk Management ISF	-	31,057	36,933	34,292
Division Total	651,464	733,393	1,079,549	1,054,078

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4442	Planning Misc.	164,803	169,302	171,188	100,000
4443	Zoning & S/D Fees	56,062	76,428	-	71,188
4444	General Plan Fee	1,222	-	-	-
	General Fund Contribution	429,377	487,662	908,361	882,890
	Division Total	651,464	733,393	1,079,549	1,054,078

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to merit increases and allocation of more staff time from the Senior Planner classification.
6300-6399	Contract Services	Cost includes planning contracts, environmental review, a housing specialist, and other related services. As well as other support as needed for the planning function. A decrease in this category to help fund an increase in the building function.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.

BUILDING AND CODE ENFORCEMENT

101-720

DIVISION EXPENSE BY CATEGORY

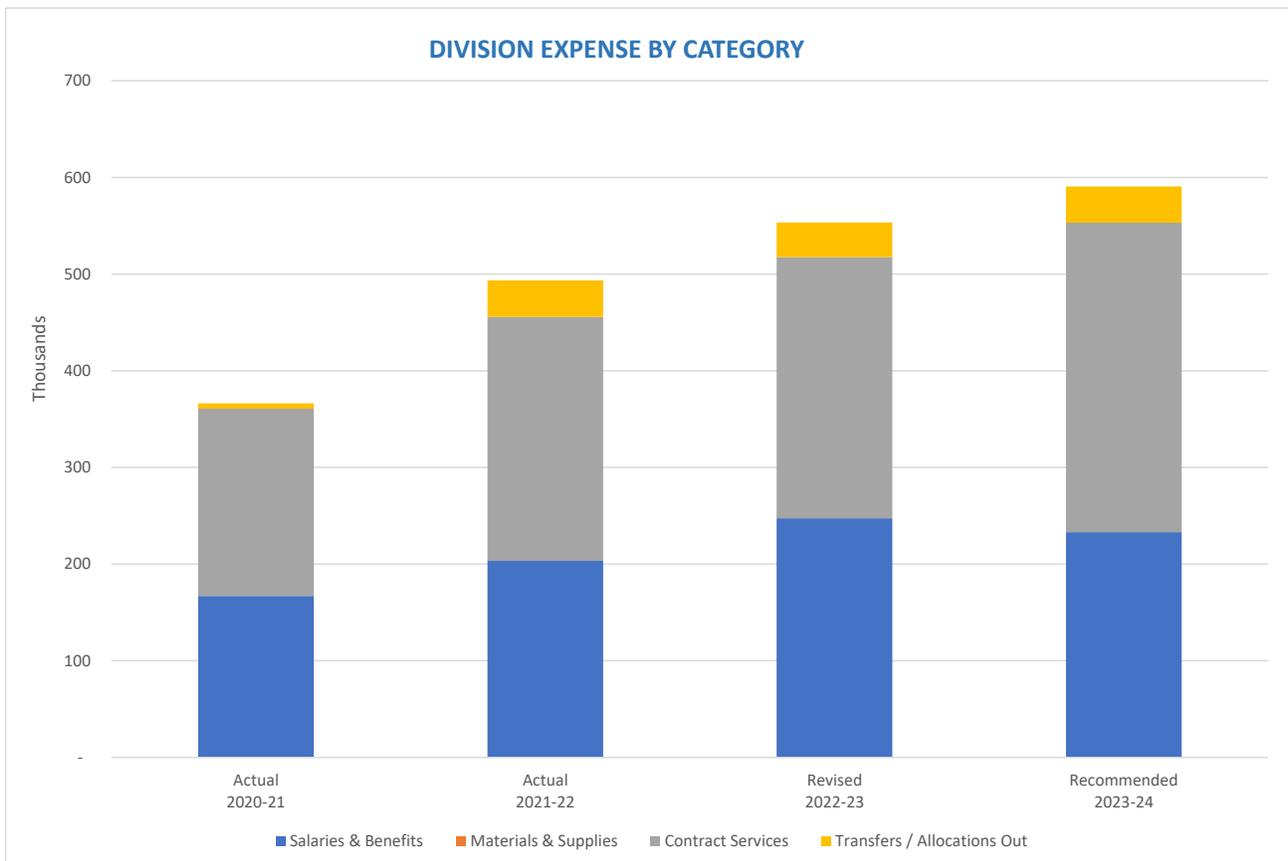
Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Salaries & Benefits	167,050	203,407	247,586	233,047
Materials & Supplies	-	-	-	-
Contract Services	193,761	252,331	270,000	320,000
Transfers / Allocations Out	5,638	37,750	35,924	37,588
Division Total	366,449	493,487	553,510	590,636

DIVISION REVENUE SOURCE BY CATEGORY

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Charges for Services	374,180	351,193	200,000	200,000
General Fund	-	142,295	353,510	390,636
Division Total	374,180	493,487	553,510	590,636

FTE COUNT BY TITLE

Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
Community Development Director	0.25	0.25	0.25	0.25
Housing Coordinator	-	0.25	0.25	0.25
Community Preservation Specialist	0.40	0.40	0.40	0.20
Permit Technician	0.40	0.60	0.60	0.60
FTE Total	1.05	1.50	1.50	1.30



BUILDING AND CODE ENFORCEMENT

101-720

DIVISION EXPENSE BY LINE ITEM

Account		Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
5000-5999	Salaries & Benefits	167,050	203,407	247,586	233,047
6101	General Supplies	-	-	-	-
6201	Training/Meetings	-	-	-	-
6202	Memberships, Dues & Subscriptions	-	-	-	-
6301	Contract Services (Non-Govt)	193,761	-	-	-
6320	Professional Services	-	252,331	270,000	320,000
7201	General Transfers Out	5,638	-	-	-
7203	Vehicle ISF	-	5,725	1,270	1,574
7204	Equipment Fund ISF	-	14,434	15,718	16,799
7205	Risk Management ISF	-	17,591	18,936	19,215
Division Total		366,449	493,487	553,510	590,636

DIVISION REVENUE SOURCES BY LINE ITEM

Account	Description	Actual 2020-21	Actual 2021-22	Revised 2022-23	Recommended 2023-24
4422	Building Permits	374,180	351,193	200,000	200,000
	General Fund Contribution	-	142,295	353,510	390,636
Division Total		374,180	493,487	553,510	590,636

PRIMARY PROGRAM EXPENDITURE EXPLANATION

Account	Description	Explanation
5000-5999	Compensation	All salaries and benefits are budgeted in these line items. Increase is primarily due to cost-of-living adjustments and other labor-related obligations.
6300-6399	Contract Services	Cost includes building plan check and inspection services; as well as other support as needed for the building function. Increase from rising costs in these existing services. Increase met with decrease in another Community Development division.
7000-7999	Internal Service Charges	A portion of citywide shared costs such as information technology, risk management and vehicle maintenance.



Ocean Park Ribbon Cutting



Other Funds	G	Debt Service Funds	G-29
Other Funds Contents	G-2	• Debt Service Narrative	G-30
Special Revenue and Capital Funds	G-3	• JOB Series B	G-31
• Special Rev & Cap Fund Narrative	G-4	Internal Service Funds	G-32
• Storm Drain Operations	G-11	• Internal Service Narrative	G-33
• Traffic Mitigation	G-12	• Vehicle Replacement	G-34
• Library	G-13	• Retirement Stabilization	G-35
• Main Street Bridge	G-14	Enterprise Funds	G-36
• Gas Tax	G-15	• Enterprise Narrative	G-37
• Streets & Roads	G-16	• Sewer Operations	G-40
• Measure A	G-17	• Sewer Capital	G-41
• Parks & Facilities Development	G-18		
• Affordable Housing	G-19		
• Public Facilities	G-20		
• Police Grants	G-21		
• Measure W	G-22		
• Lot Acquisition & Development	G-23		
• CZI Grant	G-24		
• Opportunity Center	G-25		
• Capital General	G-26		
• Drainage Capital	G-27		
• Library Capital	G-28		



Special Revenue

&

Capital funds



Special Revenue & Capital Project Funds

Special Revenue Funds and Capital Project Funds are used to account for the proceeds of specific revenue sources that are, for the most part, legally or contractually restricted as to their use. In many instances, these funds pay for specialized services in the operating budget.

The Capital General Fund proceeds are derived from funds transferred from the General Fund (Fund 101). Unlike the special revenue funds, the Capital General Fund is unrestricted, and these proceeds can be used for any governmental purpose or project.

These funds typically are used to implement projects identified and prioritized annually in the Capital Improvement Program (CIP). The Capital improvement Program budgets for one fiscal year and plans for projects on a five-year horizon. The CIP is contained in a separate budget document that is adopted in conjunction with and as a companion to the operating budget.

STORM WATER MAINTENANCE & OPERATIONS (FUND 111)

The Storm Water Operating Fund is a restricted fund that provides for the maintenance of the existing storm water system. The storm water system includes existing collectors, culverts, ditches, and streams. This fund is primarily supported by transfers from the General Fund.

Goals and Objectives

- Ensure existing storm water drainage systems remain clear and free of debris and contaminants.
- Annually clear debris from existing drainage systems and maintain them.
- Comply with the National Pollution Discharge Elimination System (NPDES) requirements.

TRAFFIC MITIGATION (Fund 112)

The Traffic Mitigation Fund is a restricted fund. Traffic mitigation fees defray the cost of constructing road improvements to mitigate the impacts of new development in Half Moon Bay. These funds are used by the City to reduce traffic congestion and provide for safety and street improvements including signals, lighting, and signage within the City.

Goals and Objectives:

- Maximize leveraging of federal, State, County and local governmental agency grants.
- Impose mitigation fees on new development as adopted by City Council.
- Implement programs that are defined to meet needs for improved infrastructure.

LIBRARY SERVICES OPERATING (Fund 113)

The Library Services Operating Fund is a restricted fund. The City, as part of the Countywide Library Joint Powers Authority (JPA), has assumed responsibility for the maintenance of the Half Moon Bay Branch Library structure and grounds. Maintenance is provided by Public Works Maintenance Division with assistance of specialized contract services.

Goals and Objectives

- Provide maintenance for the Half Moon Bay Library and grounds.
- Maintain as Zero Net Energy facility.
- Plan and budget for preventive maintenance.

MAIN STREET BRIDGE FUND (FUND 121)

The Main Street Bridge Fund is a restricted fund. It provides the funding for a major restoration of the Main Street Bridge which traverses the Pilarcitos Creek connecting downtown to Highway 92. Contributions to the Main Street Bridge Fund come from the Gas Tax, federal funds and contributions from the General Fund.

Goals and Objectives

- Ensure Main Street Bridge is restored to meet seismic standards and provide access over Pilarcitos Creek for 50-75 years after completion.
- Ensure work complies with the approved local initiative and implementing City ordinance.
- Maximize use of federal, State, County and local governmental agency grants.

GAS TAX FUND (FUND 122)

The Gas Tax Fund is a restricted fund. Gas tax revenue is allocated to cities from the State in accordance with the Streets and Highways Code sections 2105, 2106, and 2107. The City uses these tax proceeds primarily for streets, road maintenance, minor improvements and related storm water improvements.

Goals and Objectives

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety in the programming of the Gas Tax Fund.

STREETS AND ROADS FUND (Fund 123)

The Streets and Roads Fund is a restricted fund. The fund accounts for the expenditures made for streets and roads and is funded by grants and other special revenues.

Goals and Objectives

- Maximize leveraging of federal, State, County and local government agency grants.
- Implement programs and projects that enhance public safety, address deferred maintenance and, where possible, leverage other funds.

MEASURE A FUND (Fund 124)

The Measure A Fund is a restricted fund. Measure A was originally approved by the San Mateo County voters to levy 0.5% sales and use tax within the County to fund local transportation-related maintenance and capital improvements beginning in 1988. In 2004, the voters approved a measure to continue the levy of the tax for an additional 25 years beginning in 2009.

Goals and Objectives

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety and severely degraded streets and roads in the programming of the Measure A Funds.

PARKS DEVELOPMENT (Fund 125)

The Parks Development Fund is a restricted fund. Development impact fees and federal, State, and County grants fund the Parks Development Fund. This fund is used for the acquisition, design and capital improvements of parks and trails in Half Moon Bay.

Goals and Objectives

- Impose park mitigation costs fees on development as adopted by City Council.
- Focus efforts on projects that Implement the Parks Master Plan and the Pedestrian and Bicycle Master Plan.
- Maximize leveraging of Federal, State, County, and local governmental agency grants.

AFFORDABLE HOUSING FUND (Fund 126)

The Affordable Housing Fund is a restricted fund. The City has the option of accepting in-lieu fees from residential projects of 10 or more units to put towards supporting the development of affordable (below market rate) units. Where the City Council chooses to accept fees, those fees are deposited in this fund and used for affordable housing programs as well as other related projects in Half Moon Bay.

Goals and Objectives

- Adopt a plan for prioritization of affordable housing funds.
- Consider alternate funding mechanisms and ordinance revisions to increase the availability and preservation of affordable housing in Half Moon Bay.

PUBLIC FACILITIES (Fund 127)

The Public Facilities Fund includes both restricted and unrestricted funds. Restricted funds are derived from Capital Outlay Impact Fees imposed on new development. Unrestricted funds are received from various contractual agreements that are one-time in nature and not otherwise specifically dedicated. The City uses this revenue for various public facility projects included in the CIP.

Goals and Objectives

- Impose capital outlay impact fees on development as adopted by City Council.
- Implement projects that improve usability and safety of City facilities.
- Maximize leveraging of federal, State, County, and local governmental agency grants.

POLICE SERVICES (Fund 128)

The Police Services Fund is a restricted fund. The City receives funds for police services from federal, State, County and local governmental agencies. These funds are designated for specific police services, activities, and capital equipment. The source of revenue in FY 2021-22 is the COPS grant.

Goals and Objectives

- Maximize leveraging of grants from federal, State, County, and local governmental agencies.
- Continue to seek funding from the Association of Bay Area Governments (ABAG) for training, equipment, and risk management needs.

MEASURE W FUND (Fund 132)

The Measure W Fund is a restricted fund. Measure W was approved by the San Mateo County voters in November 2018 to levy 0.5% sales and use tax within the County to fund road improvements, transit services, and implementation of the San Mateo County Congestion Relief Plan. The tax was approved for 30 years starting in 2019. These funds are restricted for use in maintenance and improvement of City streets and roads.

Goals and Objectives

- Maintain City streets and roads, including curbs, gutters and sidewalks, in accordance with the City's Pavement Management Program.
- Give priority to public safety and severely degraded streets and roads in the programming of the Measure W Funds.

LOT ACQUISITION & DEVELOPMENT (Fund 133)

The Lot Acquisition & Development Fund is a restricted fund resulting from a settlement agreement for a total of \$2.6 million.

Goals and Objectives

- Account for in-lieu fees and applicable costs with the purpose of acquiring and retiring development rights on existing parcels.

CZI GRANT (Fund 134)

The CZI Grant Fund is a restricted fund. These funds originate from grant funding received by the Silicon Valley Community Foundations. This grant is to support learning and evaluation activities for groups currently engaged in the operation and implementation of economic advancement centers. These centers are intended to function as service hubs through which resources and support are provided to job seekers, small businesses, and entrepreneurs.

Goals and Objectives

- Support an 18-month process evaluation of the creation and early implementation of economic advancement centers in three distinct communities.

OPPORTUNITY COASTSIDE CENTER (Fund 135)

The Opportunity Coastside Center Fund is a restricted fund. This fund includes ARPA funds of \$2.5 million from the San Mateo County. These funds may only be used to address the negative economic impacts from the COVID-19 public health emergency.

Goals and Objectives

- Provide a range of technical assistance and support to individuals, households and small businesses that were affected by the pandemic.
- Provide job and workforce training and assistance in starting small business for impacted populations.

GENERAL CAPITAL (Fund 151)

The General Capital Fund is an unrestricted fund. The General Capital Fund includes funds transferred from the General Operating Fund (Fund 101) to implement much of the City's Capital Improvement Program. Projects include new facilities, capital maintenance/replacement, technology, and other infrastructure improvements.

Goals and Objectives

- Provide funding for CIP projects from the General Operating Fund (Fund 101).
- Provide unrestricted funds for a variety of desired Capital projects.

STORM WATER IMPROVEMENTS (Fund 152)

The Storm Water Improvements Fund is a restricted fund used for drainage improvements related to new development. The Fund is used to account for all proceeds from storm water (drain) improvement fees which are assessed on newly constructed or remodeled homes and businesses.

Goals and Objectives

- Impose mitigation fees on development as adopted by City Council.
- Maximize leveraging of federal, State, County and local governmental agency grants.

LIBRARY CAPITAL (Fund 153)

The Library Capital Fund is a restricted fund. The Library Capital Fund includes revenue, grants, and other contributions that was used to build the new Half Moon Bay Library. This fund will continue to assist in the capital maintenance and replacement efforts in the coming years.

Goals and Objectives

- Provide funding for ongoing improvements, capital maintenance and capital replacements at the Half Moon Bay Library.

STORM DRAIN OPERATIONS

FUND 111

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	3,451	2,819	2,500	5,100
Miscellaneous	(4,412)	(10,681)	-	-
TOTAL REVENUE	(960)	(7,862)	2,500	5,100
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Funds	-	-	-	(100,000)
To Internal Service Funds	-	-	-	-
NET TRANSFERS	-	-	-	(100,000)
NET CHANGE TO FUND BALANCE	(960)	(7,862)	2,500	(94,900)
BEGINNING FUND BALANCE ¹	352,662	351,702	343,839	348,900
ENDING FUND BALANCE	351,702	343,839	346,339	254,000

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

TRAFFIC MITIGATION

FUND 112

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Traffic Mitigation	40,644	86,784	60,700	68,000
Interest	41,283	33,937	53,283	61,700
Miscellaneous	(52,545)	(128,751)	-	-
TOTAL REVENUE	29,381	(8,030)	113,983	129,700
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	15,720	46,944	35,888	37,033
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	15,720	46,944	35,888	37,033
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	13,661	(54,974)	78,095	92,667
BEGINNING FUND BALANCE ¹	4,211,724	4,225,385	4,170,411	4,274,000
ENDING FUND BALANCE	4,225,385	4,170,411	4,248,506	4,366,667

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

LIBRARY
FUND 113

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Grants	-	-	-	-
Interest	166	134	100	200
Other Fees & Grants	-	-	-	-
Miscellaneous	(213)	(505)	-	-
TOTAL REVENUE	(46)	(371)	100	200
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	840	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	840	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	(46)	(1,211)	100	200
BEGINNING FUND BALANCE ¹	111,063	111,016	109,805	110,000
ENDING FUND BALANCE	111,016	109,805	109,905	110,200

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

MAIN STREET BRIDGE

FUND 121

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	4,358	3,944	-	7,100
Grants	157,008	129,508	-	-
Miscellaneous	(6,248)	(14,722)	-	-
TOTAL REVENUE	155,118	118,730	-	7,100
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	242,452	81,853	15,000	-
TOTAL EXPENDITURES	242,452	81,853	15,000	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	53,000	8,200	-	-
To Capital Projects	-	-	(467,927)	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	53,000	8,200	(467,927)	-
NET CHANGE TO FUND BALANCE	(34,334)	45,077	(482,927)	7,100
BEGINNING FUND BALANCE ¹	472,184	437,850	482,927	39,800
ENDING FUND BALANCE	437,850	482,927	-	46,900

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

**GAS TAX
FUND 122**

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Gas Tax	394,991	296,348	264,683	348,192
RMRA Tax	114,946	245,035	237,500	284,054
Interest	5,716	7,470	5,800	21,700
Unrealized Gains/Losses	(4,516)	(29,247)	-	-
Miscellaneous	-	-	-	-
TOTAL REVENUE	511,136	519,605	507,983	653,946
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	81,794	42,618	66,432	66,432
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	81,794	42,618	66,432	66,432
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	(200,501)	-	-	(500,000)
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(200,501)	-	-	(500,000)
NET CHANGE TO FUND BALANCE	228,841	476,987	441,551	87,514
BEGINNING FUND BALANCE ¹	477,290	706,131	1,183,119	1,639,300
ENDING FUND BALANCE	706,131	1,183,119	1,624,670	1,726,814

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

STREETS AND ROADS

FUND 123

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Measure M	-	-	75,000	-
Grants	10,000	1,068,253	-	4,817,000
Interest	18,168	18,107	37,709	43,600
Unrealized Gains/Losses	(38,154)	(74,978)	-	-
Miscellaneous	16,387	60,893	-	-
TOTAL REVENUE	6,401	1,072,274	112,709	4,860,600
EXPENDITURES				
Salaries & Benefits	198,447	101,487	110,354	98,453
Materials & Supplies	-	-	-	-
Contract Services	1,008	1,511	600	800
Capital Projects	3,398,237	1,537,864	1,118,200	6,157,567
TOTAL EXPENDITURES	3,597,691	1,640,862	1,229,154	6,256,820
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	3,482,729	1,514,426	40,000	740,000
To Capital Funds	(2,084)	(265,000)	-	-
To Internal Service Fund	-	(8,998)	(7,701)	(6,746)
NET TRANSFERS	3,480,645	1,240,428	32,299	733,254
NET CHANGE TO FUND BALANCE	(110,645)	671,840	(1,084,146)	(662,966)
BEGINNING FUND BALANCE ¹	2,480,639	2,369,994	3,041,834	2,014,300
ENDING FUND BALANCE	2,369,994	3,041,834	1,957,689	1,351,334

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

MEASURE A

FUND 124

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Measure A	364,273	393,079	369,941	504,876
Measure W	192,099	-	-	-
Measure A - Grants	2,802,128	-	-	-
Interest	10,899	11,052	15,702	18,400
Miscellaneous	(6,117)	(40,940)	-	-
TOTAL REVENUE	3,363,282	363,190	385,643	523,276
EXPENDITURES				
Salaries & Benefits	92,406	63,858	68,585	61,117
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	92,406	63,858	68,585	61,117
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Captial Projects	(2,802,128)	(387,017)	-	(200,000)
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(2,802,128)	(387,017)	-	(200,000)
NET CHANGE TO FUND BALANCE	468,747	(87,685)	317,059	262,159
BEGINNING FUND BALANCE ¹	700,462	1,169,209	1,081,524	1,467,300
ENDING FUND BALANCE	1,169,209	1,081,524	1,398,583	1,729,459

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

PARK/FACILITIES DEVELOPMENT

FUND 125

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Capital Impact / Dev Fee	-	-	-	-
Park Facility Development	263,654	101,330	100,000	147,000
Grants	8,415	98,234	4,750,000	5,564,000
Interest	25,973	22,075	39,424	40,500
Miscellaneous	(39,907)	(87,730)	-	-
TOTAL REVENUE	258,135	133,910	4,889,424	5,751,500
EXPENDITURES				
Salaries & Benefits	11,267	-	-	-
Materials & Supplies	8,415	-	-	-
Contract Services	-	-	-	-
Capital Projects	230,731	834,390	7,393,900	6,022,117
TOTAL EXPENDITURES	250,413	834,390	7,393,900	6,022,117
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	222,000	1,385,000	250,000	300,000
To Capital Projects	-	(200,000)	(240,000)	(175,000)
To Internal Service Fund	-	-	-	-
NET TRANSFERS	222,000	1,185,000	10,000	125,000
NET CHANGE TO FUND BALANCE	229,722	484,520	(2,494,476)	(145,617)
BEGINNING FUND BALANCE ¹	2,481,291	2,711,013	3,195,533	591,400
ENDING FUND BALANCE	2,711,013	3,195,533	701,057	445,783

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

AFFORDABLE HOUSING

FUND 126

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	21,741	17,358	27,184	31,400
Miscellaneous	(29,974)	(66,049)	-	-
TOTAL REVENUE	(8,233)	(48,691)	27,184	31,400
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Financial Grants / Aid	200,000	-	1,000,000	1,000,000
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	200,000	-	1,000,000	1,000,000
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund				
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	(208,233)	(48,691)	(972,816)	(968,600)
BEGINNING FUND BALANCE ¹	2,374,510	2,166,277	2,117,586	2,149,000
ENDING FUND BALANCE	2,166,277	2,117,586	1,144,770	1,180,400

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

PUBLIC FACILITIES

FUND 127

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Loan Proceeds	-	421,373	700,000	-
Grants	6,525	20,000	-	-
Impact & Development Fees	-	-	-	-
Interest	12,745	10,688	9,700	17,600
Miscellaneous	(19,903)	(42,296)	-	-
TOTAL REVENUE	(633)	409,765	709,700	17,600
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	92,244	723,854	3,619,781	1,532,516
TOTAL EXPENDITURES	92,244	723,854	3,619,781	1,532,516
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	225,000	520,000	2,287,546	150,000
To Capital Projects	-	-	-	(400,000)
To Internal Service Fund				
NET TRANSFERS	225,000	520,000	2,287,546	(250,000)
NET CHANGE TO FUND BALANCE	132,122	205,911	(622,535)	(1,764,916)
BEGINNING FUND BALANCE ¹	1,273,044	1,405,166	1,611,077	2,216,000
ENDING FUND BALANCE	1,405,166	1,611,077	988,542	451,084

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

POLICE GRANTS

FUND 128

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
COPS Distribution	156,727	161,285	173,729	170,000
Interest	5,502	5,327	4,300	11,200
Miscellaneous	(7,047)	(20,584)	-	-
TOTAL REVENUE	155,182	146,028	178,029	181,200
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	1,087	-	-	-
Contract Services	84,949	11,708	200,000	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	86,035	11,708	200,000	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	69,147	134,320	(21,971)	181,200
BEGINNING FUND BALANCE ¹	491,566	560,712	695,033	679,000
ENDING FUND BALANCE	560,712	695,033	673,061	860,200

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

MEASURE W

FUND 132

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Measure W	-	178,474	199,376	224,390
Interest	-	1,986	1,900	7,200
Miscellaneous	-	(10,729)	-	-
TOTAL REVENUE	-	169,730	201,276	231,590
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Other Funds	-	298,468	-	-
To Captial Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	298,468	-	-
NET CHANGE TO FUND BALANCE	-	468,198	201,276	231,590
BEGINNING FUND BALANCE ¹	-	-	468,198	674,700
ENDING FUND BALANCE	-	468,198	669,474	906,290

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

LOT ACQUISITION / DEVELOPMENT

FUND 133

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
CAPITAL IMP/IMPACT/DEV	2,684,210	-	-	-
Interest	-	14,902	18,800	27,100
Miscellaneous	3,483	(65,742)	-	-
TOTAL REVENUE	2,687,693	(50,840)	18,800	27,100
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	101,599	420,791	430,000	400,000
Capital Projects	-	-	-	-
Land Acquisition	-	266,384	-	-
TOTAL EXPENDITURES	101,599	687,175	430,000	400,000
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Other Funds	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	2,586,094	(738,015)	(411,200)	(372,900)
BEGINNING FUND BALANCE ¹	-	2,586,094	1,848,079	1,414,000
ENDING FUND BALANCE	2,586,094	1,848,079	1,436,879	1,041,100

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

CZI GRANT
FUND 134

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Loan Proceeds	-	-	-	-
Grants	-	-	500,000	-
Impact & Development Fees	-	-	-	-
Interest	-	-	-	4,000
Miscellaneous	-	-	-	-
TOTAL REVENUE	-	-	500,000	4,000
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Financial Grants / Aid	-	-	500,000	330,000
TOTAL EXPENDITURES	-	-	500,000	330,000
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund				
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	-	-	-	(326,000)
BEGINNING FUND BALANCE ¹	-	-	-	334,000
ENDING FUND BALANCE	-	-	-	8,000

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

OPPORTUNITY CENTER

FUND 135

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Grants	-	-	-	1,850,000
Interest	-	-	-	-
TOTAL REVENUE	-	-	-	1,850,000
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	2,470,000
Financial Grants / Aid	-	-	-	-
TOTAL EXPENDITURES	-	-	-	2,470,000
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Capital Projects	-	-	-	-
To Internal Service Fund				
NET TRANSFERS	-	-	-	-
NET CHANGE TO FUND BALANCE	-	-	-	(620,000)
BEGINNING FUND BALANCE ¹	-	-	-	620,000
ENDING FUND BALANCE	-	-	-	-

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

CAPITAL GENERAL

FUND 151

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Loan Proceeds	2,035,000	-	-	-
Grants	-	8,000	-	1,080,000
Interest	7,197	8,194	19,269	20,800
Miscellaneous	(22,850)	(46,457)	-	-
TOTAL REVENUE	2,019,347	(30,262)	19,269	1,100,800
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	2,243,537	388,681	3,056,900	4,677,593
TOTAL EXPENDITURES	2,243,537	388,681	3,056,900	4,677,593
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	443,000	553,500	1,770,800	2,180,000
To General Fund				
To Capital Projects	(3)	-	-	(60,000)
To Internal Service Fund	-	-	-	-
NET TRANSFERS	442,997	553,500	1,770,800	2,120,000
NET CHANGE TO FUND BALANCE	218,807	134,557	(1,266,831)	(1,456,793)
BEGINNING FUND BALANCE ¹	1,518,237	1,737,044	1,871,600	1,623,400
ENDING FUND BALANCE	1,737,044	1,871,600	604,769	166,607

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

DRAINAGE CAPITAL

FUND 152

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Storm Drainage Fee	4,245	8,077	10,000	7,900
Interest	9,688	8,404	7,500	14,100
Miscellaneous	(13,287)	(31,612)	-	-
TOTAL REVENUE	646	(15,131)	17,500	22,000
EXPENDITURES				
Salaries & Benefits	63,059	40,300	41,948	56,046
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	(18,242)	40,298	1,172,300	1,646,173
TOTAL EXPENDITURES	44,816	80,598	1,214,248	1,702,219
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	155,000	20,000	375,000	878,000
To Capital Projects	(301)	-	-	(50,000)
To Internal Service Fund	-	(3,382)	(2,911)	(3,809)
NET TRANSFERS	154,699	16,618	372,089	824,191
NET CHANGE TO FUND BALANCE	110,528	(79,112)	(824,659)	(856,028)
BEGINNING FUND BALANCE ¹	953,705	1,064,233	985,122	902,700
ENDING FUND BALANCE	1,064,233	985,122	160,462	46,672

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

LIBRARY CAPITAL

FUND 153

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Grants	48,148	15,000	-	-
Interest	12,982	10,169	3,500	6,400
Miscellaneous	(16,273)	(30,595)	-	-
TOTAL REVENUE	44,858	(5,426)	3,500	6,400
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	(0)	-	-	-
TOTAL EXPENDITURES	(0)	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Internal Service Fund	-	(910,745)	-	-
NET TRANSFERS	-	(910,745)	-	-
NET CHANGE TO FUND BALANCE	44,858	(916,171)	3,500	6,400
BEGINNING FUND BALANCE ¹	1,287,887	1,332,745	416,574	423,000
ENDING FUND BALANCE	1,332,745	416,574	420,074	429,400

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.



Debt Service Funds



Debt Service Funds

Debt Service Funds are restricted funds. They are used to account for the payment of principal and interest on long-term debt of the City. They are also used to maintain cash reserves as required under debt covenants.

JUDGMENT OBLIGATION DEBT SERVICE FUND SERIES 2009B (FUND 142)

In July 2009, the City issued 2009B Judgment Obligation Bond (JOB) in the amount of \$10.9 million. The proceeds were used to settle the City's judgment obligation (legal settlement) on the Yamagiwa case.

2009B Series Bond

The Series 2009B was a Build America Bond issued under the provisions of the Federal American Recovery and Reinvestment Act of 2009. The Series 2009B bond was originally set to mature in 2040, with interest due semiannually, until 2027 when principal is also due annually. Interest rates ranged from 8.5% to 8.65%. The City received Federal interest subsidies on the Build America Bonds equal to approximately 26.5% of the annual payments.

The original bond covenant required that the City maintain cash reserves in the amount of \$1.2 million (rounded). These reserves were accounted for in previously retired Fund 77 (Series 2009A Bond) and Fund 142 (Series 2009B Bond, retired August 1, 2019).

Insurance Settlements & Early Retirement

The City has received insurance settlements from ABAG Plan and ICW in connection with the Yamagiwa case. In 2013, the City Council adopted a resolution approving an agreement with the Bond Trustee to retire the Judgment Obligation Bonds early (the 2009A Bonds were retired on August 1, 2014 and the 2009B Bonds were retired on August 1, 2019).

The retirement of the Judgment Obligation Bond Series 2009B in FY 2019-20 resulted in a debt service expense reduction of \$590,000 in the General Fund in FY 2019-20.

SAN MATEO COUNTY LOAN

In FY 2017-18, the City received a loan in the amount of \$6 million from the County of San Mateo to partially finance the construction of the new library. The loan carries no interest and is payable in 10 equal installments of \$572,000 per year, beginning FY 2019-20. The loan repayments are budgeted as an expenditure in the General Fund.

880 STONE PINE FINANCING

In FY 2020-21, the Council directed City staff to negotiate and execute a loan with the State of California Infrastructure Bank (iBank) in the amount of \$3.2 million to fully finance the purchase of the 880 Stone Pine property as well as the construction of a new Corporation Yard facility. The loan carries a 2.50% interest rate and a financing term of 30 years. The loan repayments are budgeted as an \$161,577 expenditure in the General Fund per year.

JUDGEMENT OBLIGATION BOND - SERIES B

FUND 142

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	281	50	-	100
Unrealized Gain (Loss)	56	(230)	-	-
TOTAL REVENUE	337	(180)	-	100
EXPENDITURES				
Debt Service - Interest	-	-	-	-
Debt Service - Principal Payment	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To General Fund	(30,000)	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(30,000)	-	-	-
NET CHANGE TO FUND BALANCE	(29,663)	(180)	-	100
BEGINNING FUND BALANCE ¹	35,974	6,311	6,131	6,200
ENDING FUND BALANCE	6,311	6,131	6,131	6,300

¹ Beginning Fund Balance for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.



Internal Service Funds

Internal Service Funds



Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments for the City on a cost-reimbursement basis. The four Internal Service Funds are Vehicle Replacement Fund, Equipment Replacement Fund, Risk Management Fund, and Retirement Stabilization Fund.

VEHICLE REPLACEMENT FUND (Fund 301)

The Vehicle Replacement Fund is an unrestricted fund. It covers the cost of repair, maintenance, and replacement of City vehicles. Revenue for this fund is derived from internal service charges to City departments. This Fund acts as a pass-through entity.

Goals and Objectives

- Provide timely repair and maintenance for vehicles and new vehicle purchases.
- Constantly review the mode of operation for the efficient utilization of the City's fleet.

INFORMATION TECHNOLOGY FUND (Fund 302)

See Administrative Services Department Budget.

RISK MANAGEMENT FUND (Fund 303)

See Administrative Services Department Budget.

RETIREMENT STABILIZATION FUND (Fund 304)

The Retirement Stabilization Fund is an unrestricted fund. The Retirement Stabilization Fund was created to smooth out major fluctuations in annual pension costs and the annual payment of the unfunded liability. Large swings have impacted the City's financials in the past, and recent changes in CalPERS actuarial assumptions and discount rate will have a significant impact on the City's future pension cost and contribution rates. The funding for this program is provided through an annual transfer from the General Fund.

Goals and Objectives

- Build reserves that can be used to meet large swings in annual pension costs.
- Budget and pay down pension side fund liabilities to save future interest costs.

VEHICLE REPLACEMENT

FUND 301

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Capital Impac / Dev Fee	8,483	12,075	10,900	12,000
Interest	1,888	1,332	1,200	2,800
Miscellaneous	(2,595)	(5,844)	-	-
TOTAL REVENUE	7,777	7,563	12,100	14,800
EXPENDITURES				
Salaries & Benefits	-	-	-	-
Materials & Supplies	18,703	25,273	-	25,000
Contract Services	-	-	-	-
Capital Projects	42,404	17,526	17,500	17,500
Depreciation	23,357	27,288	26,567	26,567
TOTAL EXPENDITURES	84,465	70,087	44,067	69,067
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Other Funds	-	204,568	44,067	54,267
NET TRANSFERS	-	204,568	44,067	54,267
NET CHANGE TO NET ASSETS	(76,688)	142,044	12,100	-
BEGINNING NET ASSETS	338,770	262,082	404,126	388,100
ENDING NET ASSETS	262,082	404,126	416,226	388,100

Note: The presentation above reflects a Net Assets basis of presentation. In the Vehicle Replacement Fund, Net Assets primarily include capitalized equipment and cash.

RETIREMENT STABILIZATION

FUND 304

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Interest	7,529	6,971	4,000	6,400
Miscellaneous	(19,006)	(32,816)	-	-
Reimbursed Expenses	35,905	-	-	-
TOTAL REVENUE	24,428	(25,845)	4,000	6,400
EXPENDITURES				
Salaries & Benefits	959,543	1,041,748	1,152,095	913,474
Materials & Supplies	-	-	-	-
Contract Services	-	-	-	-
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	959,543	1,041,748	1,152,095	913,474
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	1,000,000	1,041,748	1,152,095	913,474
To Internal Service Fund				
NET TRANSFERS	1,000,000	1,041,748	1,152,095	913,474
NET CHANGE TO NET ASSETS	64,885	(25,845)	4,000	6,400
BEGINNING NET ASSETS	1,401,170	1,466,056	1,440,210	1,446,600
ENDING NET ASSETS	1,466,056	1,440,210	1,444,210	1,453,000

Note: The presentation above reflects a Net Assets basis of presentation. In the Retirement Stabilization Fund, Net Assets primarily represents cash.



Enterprise Funds



Enterprise Funds are used to account for services that are financed and operated in a manner more closely related to private business enterprise. In accordance with State law, the City imposes user fees to ensure the costs of providing the services are financed primarily through those charges.

SEWER OPERATING (Fund 201)

The Sewer Operating Fund is a restricted fund that is funded by sewer user charges. The Sewer operating budget is used to account for the financial activity of the City's sewer utility. The Fund is used to account for:

1. Wastewater treatment services provided by the Sewer Authority Mid-Coastside (SAM), a Joint Powers Authority.
2. Capital maintenance and replacement of the SAM wastewater treatment plant and Intertie Pipeline System (IPS).
3. Regular cleaning of the City-owned wastewater collection system.
4. Emergency response, marking of underground utilities, inspection including CCTV of system and Fats, Oil, Grease (FOG) management and inspection.
5. Maintenance, operation, rehabilitation, repair, and replacement of the City-owned wastewater collection system.

Goals and Objectives

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of the City-owned wastewater collection and transmission systems to every extent possible to meet all federal, State, and local standards.
- Provide appropriate and economical maintenance and repair of the wastewater collection and transmission system and its appurtenances.
- Fund the cost of collection, transmission, and treatment of the wastewater system. This effort includes overseeing the operations (and financial management) of SAM as a member of the Joint Powers Authority and sitting Board of Directors.
- Continue to repair and improve damaged or substandard sections of the wastewater collection system to ensure proper operating conditions by using a program that provides cleaning, preventive maintenance, and repair of the system. The work includes inspection and management of FOG generating businesses and marking of underground pipes to reduce potential damage.
- Provide expedient response to emergency situations including SSO events.

SEWER CAPITAL (Fund 202)

The Sewer Capital Fund is a restricted fund that is funded by sewer user charges. The Sewer Capital Fund provides resources for capital improvements included in the City's CIP, work necessitated by emergency repairs and/or emerging issues and the City's share of capital improvements at the SAM Treatment Plant and the Intertie Pipeline System as included in the SAM CIP. Projects include testing, evaluation, maintenance, repair, and replacement of the City's wastewater collection system including the three sewer pump stations and force mains.

Goals and Objectives

- Replace sewer collection lines that have suffered damage and ensure integrity of the wastewater collection system.
- Identify and mitigate I & I within collection system.
- Maintain and update the City's Sewer Master Plan.
- Evaluate capital needs and sewer rates to ensure adequate resources are available to fund requirements.

SEWER FUND AND CHARGES OVERVIEW

The City's Sewer Fund is a government enterprise fund. An enterprise fund is a self-supporting government fund that provides a specialized service. In this instance, City sewer services represent the specialized service; the Sewer Fund is the City's only enterprise fund. The Sewer Fund is shown in the City's Annual Operations Budget as two separate accounts: Fund 201 (Operating Fund); and 202 (Sewer Capital Fund). The separation exists solely to separately account for operations expenses and capital expenses.

Ninety-nine percent (99%) of sewer system (utility) revenues is derived directly from rates charged to the users of the sewer system. Per state law, sewer service charges are permitted to recover only revenues sufficient to adequately fund sewer utility operations, maintenance, and capital replacement expenditures including maintenance of emergency and capital reserves. As noted, the City's sewer service charges include not only the operation and maintenance of the City collection system, but also the proportional costs of operating and maintaining the Sewer Authority Mid-Coastside (SAM) (including the treatment plant and intertie pipeline system).

Operations and maintenance costs for sewer services have increased significantly over the last several years. SAM's Budget has increased from \$7.3 Million (FY 2021-22) to \$8.2 Million (FY 2022-23) and Half Moon Bay's current share is \$4.8 Million (59.4%). SAM related increases are attributable to several factors including the need to provide sufficient staffing, addressing

deferred maintenance, payment for sewer spill related costs, and account for the rapidly increasing cost of materials and labor of capital construction and maintenance.

The City's collection system operating costs have also risen in response to statutory oversight obligations, addressing long deferred maintenance, providing oversight of the operations and maintenance, and to account for the rapidly increasing cost of materials and labor for capital construction and maintenance. The City recently completed the Ocean Colony Pump Station and Force Main Project (app. \$2.1 million). This project replaced aging infrastructure necessary to protect the environment and limit liability and is indicative of the cost of maintenance and replacement of sewer infrastructure. Additional capital maintenance and repair will continue to be needed to protect the environment, limit liability, and meet statutory obligations. While the City is proactively managing and maintaining its sewer assets, portions of the inground pipes are 70-80 years old and approaching normal life expectancy. The cost of SAM contract services for sewer cleaning and emergency response has increased approximately 27 percent for FY 21-22.

The most recent rate increase for City sewer customers was effective July 1, 2020, based upon a rate study approved by the City Council in June 2020. The increases cover rates for FY 2020-21 and FY 2024-25. This adjustment followed a rate increase approved in 2014 which increased rates in FY 2013-14 and FY 2014-15. Granada and Montara are subject to the same fixed costs issues, and each have increased rates during this period. Montara updated their sewer rates for the next three years through nine percent annual rate increases (effective on July 1, 2020). Many San Mateo County/Peninsula agencies have or will be considering rate adjustments to address increasing fixed costs and environmental compliance.

SEWER NET ASSET AND CASH PRESENTATION

The Sewer Fund Balance is presented on a dual basis in the budget document: Net Asset and Cash Reserves. Net Assets is the excess of assets over liabilities and is the basis of presentation prescribed by GASB Statement No. 34. A significant portion of the City's Net Assets are invested in SAM and so it is important to review cash reserve balances to understand amounts available for operations and capital improvements.

SEWER OPERATIONS

FUND 201

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Sewer Service Charges	4,431,835	4,845,511	5,671,238	6,405,600
Interest	-	1,032	-	2,100
Miscellaneous	(5,346)	(612)	-	-
TOTAL REVENUE	4,426,489	4,845,931	5,671,238	6,407,700
EXPENDITURES				
Salaries & Benefits	550,202	550,718	504,501	299,288
Materials & Supplies	-	331	8,000	8,000
Contract Services	5,000,293	5,126,556	5,729,767	6,240,386
Capital Projects	-	-	-	-
TOTAL EXPENDITURES	5,550,495	5,677,605	6,242,268	6,547,674
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From Sewer Capital Fund	1,445,413	1,839,948	3,005,962	1,122,274
To General Fund (Admin Fee)	(621,266)	(511,395)	(524,180)	(537,285)
To Internal Service Fund	-	(506,652)	(433,258)	(445,015)
NET TRANSFERS	824,147	821,901	2,048,524	139,974
NET CHANGE TO FUND BALANCE	(299,859)	(9,773)	1,477,494	(0)
BEGINNING NET ASSETS¹	50,027	(249,832)	(259,605)	-
ENDING NET ASSETS	(249,832)	(259,605)	1,217,889	(0)

¹ Beginning Net Assets for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

SEWER CAPITAL

FUND 202

	ACTUAL 2020-21	ACTUAL 2021-22	REVISED BUDGET 2022-23	RECOMMENDED 2023-24
REVENUES				
Sewer Rate Charges	-	-	-	-
Sewer Service Charges	45,324	159,888	185,000	125,000
Interest	108,871	59,176	74,001	85,700
Miscellaneous	(153,203)	(215,260)	-	-
TOTAL REVENUE	992	3,803	259,001	210,700
EXPENDITURES				
Salaries & Benefits	1,139	(809)	-	-
Materials & Supplies	-	-	-	-
Contract Services	960	-	-	-
Capital Projects	476	207,163	574,500	809,600
Loss / (Gain) on SAM Investment	(685,080)	(177,156)	175,000	175,000
Depreciation	117,294	158,090	106,003	106,003
TOTAL EXPENDITURES	(565,210)	187,288	855,503	1,090,603
OTHER FINANCING SOURCES (USES)				
Transfers in / (out)				
From General Fund	-	-	-	-
To Sewer Operations	(1,445,394)	(1,839,948)	(3,005,962)	(1,122,274)
To General Fund	-	-	-	-
To Internal Service Fund	-	-	-	-
NET TRANSFERS	(1,445,394)	(1,839,948)	(3,005,962)	(1,122,274)
NET CHANGE TO NET ASSETS	(879,192)	(2,023,433)	(3,602,464)	(2,002,177)
BEGINNING NET ASSETS¹	25,167,619	24,288,427	22,264,994	22,732,326
ENDING NET ASSETS	24,288,427	22,264,994	18,662,530	20,730,149
ENDING AVAILABLE FUNDS²	8,711,217	5,761,702	2,604,354	2,171,426

¹ Beginning Net Assets for FY 2023-24 based on updated estimates and may not match budgeted estimates for 2022-23 ending balance.

² Available Funds represents the portion of net assets that is unrestricted. This number does not include the non-cash value of fixed assets, construction in progress and equity in the Sewer Authority Mid-Coastside agency

Capital Improvement Program



Earth Day



Capital Improvement

Capital Improvement Program

H

- Capital Improvement Contents H-2
- Capital Improvement Narrative H-3
- CIP 5-year Summary H-5
- CIP 5-Year Expenditures Budget H-6



Capital Improvement Program

The City's 5-Year Capital Improvement Program (CIP) is a financial planning and prioritization tool that represents the City's continuous efforts to protect public health and safety and enhance the quality of life and experience for visitors and residents in Half Moon Bay. The CIP identifies current and future capital improvements and provides the following benefits:

- Facilitates the scheduling of public improvements that require expenditures and appropriations over one or more fiscal years.
- Provides orderly management of capital projects consistent with the General Plan and adopted master plans; and
- Enhances eligibility for grants from the State, County and the federal Government.

Capital improvements are either projects or programs with total budgets that typically exceed \$30,000. Projects are generally large, one-time enhancements whereas programs occur annually with a new project emphasis each year. The City's capital improvement needs are a result of an aging infrastructure, a challenging coastal environment, prior deferred maintenance and desired construction of new facilities and major modifications of existing facilities.

Although the City's CIP looks at the upcoming five fiscal years, the funding request only covers the first year of the program, which is referred to as the Capital Budget. The Capital Budget has historically relied heavily upon the transfer of City General Funds, although staff continue to actively look for grant funding opportunities. Projects continue to be evaluated and prioritized based on criteria including: public safety, project impact, progress on project, use of non-General Fund monies (e.g. grant funding, sewer capital, etc.) and implementation of City Council strategic priorities. Projects were also identified as "high," "mid," or "low" effort projects so staff could better identify and assign available resources. The emphasis in FY 23-24 will be completing projects like Carter Park, rehabilitation of storm impacts, among others.

CIP improvements are divided into the 8 categories described below.

Storm Water Improvements are focused on maintaining and improving the City's storm water system to protect homes, businesses, public facilities and infrastructure. The Storm Drain Master Plan is an important component to prioritizing improvements, identifying regulatory requirements and preventing catastrophic failure of the storm water system in the future. FY 2022-23 includes funding to update the Master Plan.

Economic Development Improvements focus on delivering projects and programs that will enhance the living standard and attractiveness of Half Moon Bay for residents and visitors alike. Priorities in FY 2023-24 include implementation of the LCP and Housing Element, Affordable Housing and recommendations, Climate Adaptation Plan from the City's Coastal Recovery Initiative.

Operational Improvements include major capital investments to enhance the internal operational efficiencies of the City. These improvements will help City staff perform more efficiently and allow staff to respond to customer requests in a timelier manner. Each of the improvements also enhance the City's transparency as envisioned in the strategic plan.

Park Improvements are critical to maintain the health and livability of Half Moon Bay for residents and visitors alike. Within Half Moon Bay, there are parks focused on active play and others focused on passive recreation. In some cases, City parks include both aspects. These improvements focus on maintaining and enhancing the City's various park assets.

Facility Improvements focus on assessing, enhancing, and maintaining the City's various facilities, including making sure the facilities are in compliance with the Americans with Disabilities Act (ADA). City facilities include the Half Moon Bay Library, the Ted Adcock Community Center, the Emergency Operations Center, the Train Depot, and City Hall.

Sewer Improvements include ongoing repair and replacement of the City's sewer infrastructure as components reach the end of their service life. Infrastructure includes neighborhood sewer pipelines, larger interceptor pipelines and pump stations. Preventative maintenance and repair lead to fewer component failures and help to minimize unforeseen system outages and pipe breaks that could lead to sanitary sewer overflows.

Street Improvements focus on performing routine maintenance and improvements to the City's roadways to extend the useful life of the system. This reduces the need for major street reconstruction projects, which are exponentially more expensive than performing routine upgrades and maintenance.

Trail Improvements assure safety and functionality of the City's trails. Improvements in this section address erosion issues along the Coastal Trail in addition to improving the quality of trails throughout the City.

FIVE-YEAR SUMMARY - CAPITAL IMPROVEMENT PROGRAM

EXPENDITURE

PROJECT CATEGORIES	PRIOR YEAR(S)	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FUTURE YEARS	TOTAL ALL FY
Storm Water Improvements	\$ 397,700	\$ 1,942,300	\$ 1,475,000	\$ 675,000	\$ 150,000	\$ 150,000	\$ 8,400,000	\$ 13,190,000
Economic Development Improvements	\$ 757,619	\$ 1,679,000	\$ 640,000	\$ 100,000	\$ 31,175,500	\$ 100,000	\$ -	\$ 34,452,119
Operational Improvements	\$ -	\$ 265,000	\$ 160,000	\$ 148,000	\$ 148,000	\$ 148,000	\$ -	\$ 869,000
Parks Improvements	\$ 2,139,821	\$ 7,497,429	\$ 2,360,000	\$ 100,000	\$ 3,750,000	\$ 100,000	\$ -	\$ 15,947,249
Facility Improvements	\$ 3,571,635	\$ 1,692,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ -	\$ 7,063,635
Sewer Improvements	\$ 37,500	\$ 849,500	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	\$ 2,387,000
Street Improvements	\$ 1,724,500	\$ 6,666,831	\$ 5,090,000	\$ 4,090,000	\$ 740,000	\$ 740,000	\$ 15,550,000	\$ 34,601,331
Trail Improvements	\$ 196,900	\$ 2,038,100	\$ 5,415,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 6,650,000	\$ 15,245,000
TOTAL	\$ 8,825,675	\$ 22,630,160	\$ 15,965,000	\$ 6,253,000	\$ 37,103,500	\$ 2,378,000	\$ 30,600,000	\$ 123,755,335

UNFUNDED
\$ 10,250,000
\$ 100,000
\$ -
\$ 6,000,000
\$ -
\$ -
\$ 15,550,000
\$ 9,300,000
\$ 41,200,000

REVENUE

FUNDING SOURCES	PRIOR YEAR(S)	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FUTURE YEARS	TOTAL ALL FY
Affordable Housing Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
County Housing Funds	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Developer Fees	\$ 395,300	\$ 901,561	\$ 901,561	\$ 901,561	\$ -	\$ -	\$ -	\$ 3,099,983
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Earmark	\$ -	\$ 500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Gas Tax - Fund 122	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,500,000
General Capital - Fund 151	\$ 300,000	\$ 225,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,556
General Fund	\$ 4,680,726	\$ 2,938,000	\$ 2,240,000	\$ 1,350,117	\$ 1,278,000	\$ 1,278,000	\$ -	\$ 13,764,843
Grant - Federal	\$ -	\$ 1,202,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,202,000
Grant - Measure A	\$ 1,022,800	\$ 3,262,439	\$ 3,798,439	\$ 1,932,522	\$ -	\$ -	\$ -	\$ 10,016,200
Grant - Prop 68	\$ 4,930,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,930,000
Grant - State	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Grant - TDA	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Loan Proceeds	\$ 1,140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,140,000
Measure A	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 1,000,000
Measure J	\$ 186,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,300
Measure M	\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000
Measure W	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility/Development - Fund 125	\$ 2,447,121	\$ 369,100	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 2,866,221
Park In Lieu Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Owner Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Public Facilities - Fund 127	\$ 787,000	\$ 555,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,342,000
San Mateo County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
San Mateo County Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Service - Fund 201/202	\$ 237,000	\$ 650,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	\$ 2,387,000
Storm Drain Improvement - Fund 152	\$ 360,000	\$ 142,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502,000
Storm Drain Operating - Fund 111	\$ 437,300	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537,300
Street and Road - Fund 123	\$ 252,931	\$ 483,000	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ 945,931
TBD	\$ -	\$ -	\$ -	\$ -	\$ 30,000,000	\$ -	\$ -	\$ 30,000,000
Traffic Mitigation - Fund 112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TFCA Grant (BAAQMD)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TFCA Grant (CCAG)	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
UNFUNDED	\$ -	\$ 1,000,000	\$ 5,600,000	\$ 550,000	\$ 3,675,000	\$ 25,000	\$ 30,350,000	\$ 41,200,000
TOTAL	\$ 18,891,478	\$ 13,873,656	\$ 15,965,000	\$ 6,019,200	\$ 36,028,000	\$ 2,378,000	\$ 30,600,000	\$ 123,755,334

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2023-28 CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
STORM WATER IMPROVEMENTS											
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
STORM WATER MASTER PLAN UPDATE	152	1011	\$ 12,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 312,000	\$ -
PILARCITOS OUTFALL REPAIR AT KEHOE WATERCOURSE	152	1005	\$ 157,700	\$ 392,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -
ROOSEVELT DITCH SPOT REPAIR	152	1006	\$ 28,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578,000	\$ -
KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	1017	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 8,400,000	\$ 8,550,000	\$ 8,400,000
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	\$ 200,000	\$ 400,000	\$ 1,325,000	\$ 525,000	\$ -	\$ -	\$ -	\$ 2,450,000	\$ 1,850,000
TOTAL STORM WATER IMPROVEMENTS			\$ 397,700	\$ 1,942,300	\$ 1,475,000	\$ 675,000	\$ 150,000	\$ 150,000	\$ 8,400,000	\$ 13,190,000	\$ 10,250,000
ECONOMIC DEVELOPMENT IMPROVEMENTS											
CRI IMPLEMENTATION PROGRAM	151	1015	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ 100,000
LCP AND HOUSING ELEMENT IMPLEMENTATION	151	1001	\$ 179,000	\$ 181,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -
555 KELLY AFFORDABLE HOUSING PROJECT	151	1012	\$ 440,000	\$ 675,000	\$ 540,000	\$ -	\$ 31,075,500	\$ -	\$ -	\$ 32,730,500	\$ -
CLIMATE ADAPTATION PLAN	151	1002	\$ 58,619	\$ 218,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,619	\$ -
DOWNTOWN STREETScape MASTER PLAN	151	1024	\$ -	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000	\$ -
SAFETY ELEMENT	151	TBD	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -
TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS			\$ 757,619	\$ 1,679,000	\$ 640,000	\$ 100,000	\$ 31,175,500	\$ 100,000	\$ -	\$ 34,452,119	\$ 100,000
OPERATIONAL IMPROVEMENTS											
IT REPLACEMENT PROGRAM	151	1022	N/A	\$ 35,000	\$ 30,000	\$ 18,000	\$ 18,000	\$ 18,000	N/A	N/A	\$ -
FLEET REPLACEMENT PROGRAM	151	1016	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
EQUIPMENT REPLACEMENT PROGRAM	151	1019	N/A	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	N/A	N/A	\$ -
PERMITTING SYSTEM UPGRADE	151	TBD	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
TOTAL OPERATIONAL IMPROVEMENTS			\$ -	\$ 265,000	\$ 160,000	\$ 148,000	\$ 148,000	\$ 148,000	\$ -	\$ 869,000	\$ -

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2023-28 CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
PARKS IMPROVEMENTS											
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
CARTER PARK IMPROVEMENTS	125	0611	\$ 1,411,321	\$ 5,309,029	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 7,070,350	\$ 350,000
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	1023	\$ -	\$ 30,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ -
FRENCHMAN'S CREEK PARK IMPROVEMENTS - PHASE II	125	1013	\$ 42,800	\$ 307,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
MAGNOLIA PARK	125	1007	\$ 30,100	\$ 250,000	\$ -	\$ -	\$ 3,650,000	\$ -	\$ -	\$ 3,930,100	\$ 3,650,000
WAVECREST WATER MAIN PROJECT	125	9004	\$ -	\$ 100,000	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ 730,000	\$ -
SMITH FIELD - PHASE I	125	TBD	\$ 114,500	\$ 1,251,200	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -	\$ 2,395,700	\$ 2,000,000
POPLAR BEACH GATEWAYS PLAN	125	0617	\$ 541,100	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 691,100	\$ -
POPLAR BEACH WELCOME SIGN	125	TBD	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
TOTAL PARK IMPROVEMENTS			\$ 2,139,821	\$ 7,497,429	\$ 2,360,000	\$ 100,000	\$ 3,750,000	\$ 100,000	\$ -	\$ 15,947,249	\$ 6,000,000
FACILITY IMPROVEMENTS											
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
CORPORATE YARD IMPROVEMENTS	127	9023	\$ 3,498,635	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,648,635	\$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 73,000	\$ 442,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 515,000	\$ -
HVAC AND ROOF REPAIRS	127	TBD	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
PILARCITOS CREEK TRASH AND REMEDIATION PROJECT	127	TBD	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ -
TOTAL FACILITY IMPROVEMENTS			\$ 3,571,635	\$ 1,692,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ -	\$ 7,063,635	\$ -
SEWER IMPROVEMENTS											
SEWER MAINTENANCE PROGRAM	202	0506	N/A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	N/A	\$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	N/A	N/A	\$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	N/A	N/A	\$ -
PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
SANITARY SEWER MASTER PLAN	202	9024	\$ 37,500	\$ 199,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,000	\$ -
SAFEBAY SEWER MAIN REPAIR	202	TBD	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -
TOTAL SEWER IMPROVEMENTS			\$ 37,500	\$ 849,500	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	\$ 2,387,000	\$ -

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2023-28 CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
STREET IMPROVEMENTS											
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	N/A	N/A	\$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	N/A	N/A	\$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 1,448,000	\$ 3,350,000	\$ 4,350,000	\$ 3,350,000	\$ -	\$ -	\$ -	\$ 12,498,000	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE I	123	0593	\$ 215,100	\$ 1,962,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,177,931	\$ -
MAIN STREET SAFETY IMPROVEMENT PROJECT	123	1009	\$ 61,400	\$ 614,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675,400	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE II	123	0593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400,000	\$ 4,400,000	\$ 4,400,000
HIGHWAY 1/KELLY AVENUE INTERSECTION IMPROVEMENT PROJECT	112	0571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
KELLY AVENUE COMPLETE STREETS PROJECT	123	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,150,000	\$ 6,150,000	\$ 6,150,000
TOTAL STREET IMPROVEMENTS			\$ 1,724,500	\$ 6,666,831	\$ 5,090,000	\$ 4,090,000	\$ 740,000	\$ 740,000	\$ 15,550,000	\$ 34,601,331	\$ 15,550,000
TRAIL IMPROVEMENTS											
BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
TRAIL MAINTENANCE PROGRAM	125	TBD	N/A	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A	N/A	\$ -
COASTAL BLUFF PRESERVATION PROGRAM	125	0618	N/A	\$ 390,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	N/A	N/A	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	\$ 166,000	\$ 868,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,734,000	\$ -
COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)	125	1014	\$ 30,900	\$ 95,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,000	\$ -
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 240,000	\$ 200,000
SECONDARY POPLAR BEACH ACCESS	125	1004	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 295,000	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2	125	0595	\$ -	\$ 500,000	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -	\$ 4,200,000	\$ 2,200,000
PEDESTRIAN/BICYCLE CONNECTION TO TRAIN DEPOT	125	TBD	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
JOHNSTON HOUSE TRAIL	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
EASTSIDE PARALLEL TRAIL SOUTH - SEGMENT 1	125	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,100,000	\$ 6,100,000	\$ 6,100,000
TOTAL TRAIL IMPROVEMENTS			\$ 196,900	\$ 2,038,100	\$ 5,415,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 6,650,000	\$ 15,245,000	\$ 9,300,000
TOTAL FY ALLOCATIONS			\$ 8,825,675	\$ 22,630,160	\$ 15,965,000	\$ 6,253,000	\$ 37,103,500	\$ 2,378,000	\$ 30,600,000	\$ 123,755,335	\$ 41,200,000

Other Information



Ritz-Carlton

(Half Moon Bay)



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Investment Policy



City of Half Moon Bay Investment Policy

POLICY OVERVIEW

PURPOSE

The purpose of this policy is to establish guidelines for the management and investment of the unexpended funds of City of Half Moon Bay (the City) under authority granted by the City Council. This policy is in compliance with the provisions of California Government Code Sections 53600 through 53684, governing investments for municipal governments.

INVESTMENT OBJECTIVES

The primary objectives of this investment policy, in order of priority, are safety, liquidity, and yield:

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. This objective shall be accomplished by mitigating credit risk and market risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This objective shall be accomplished by structuring the portfolio so that securities mature concurrently with anticipated needs. The portfolio shall consist largely of securities with active secondary or resale market. Furthermore, a portion of the portfolio may be placed in money market mutual funds or the Local Agency Investment Fund (LAIF) which offer same-day liquidity for short-term funds.
3. **Yield** - The objective of the investment portfolio is designed to attain a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Investment performance shall be continually monitored and evaluated by the City Treasurer in comparison with other portfolio benchmark yields.

SCOPE

The investment policy applies to all financial assets of the City as accounted for in the Basic Financial Statements. It includes, but is not limited to, the funds listed below:

- General Fund

- Special Revenue Funds
- Capital Projects Funds
- Debt Service Fund
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the City, unless specifically exempted, with the exception of the following:
 1. The City's Deferred Compensation Plan, which is excluded because it is managed by a third-party administrator and invested by individual plan participants.
 2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of this policy. However, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures. If, in the opinion of the City Treasurer, the matching of bond reserve or escrow defeasance funds with the maturity schedule of an individual bond issue is prudent, the investment policy authorizes an extension beyond the five-year maturity limitation as outlined in this document.

USE OF STATE INVESTMENT GUIDELINES

California Government Code Sections 53600 through 53692 regulates the investment practices of public entities. It is the policy of the City to use the State's provisions for local government investments as the basis for developing and implementing the City's investment policies and practices.

STANDARDS OF CARE

1. **Prudence** - The City's investment officials shall act as fiduciary agents subject to the Prudent Investor Standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The City Manager, City Treasurer (Finance Manager), and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

2. **Ethics and Conflict of Interest** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions. City employees involved in the investment process shall disclose to the City Clerk in writing any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio.

3. **Delegation of Authority** - Authority to manage the investment program is granted to the City Manager and City Treasurer (designee Administrative Services Director) and derived from Chapter 2.12 and 2.16 of the City of Half Moon Bay Municipal Code. Under the oversight of the City Manager and the City Treasurer, specified responsibility for the operation of the investment program may be delegated to the Senior Accounting Technician, who shall act in accordance with established written procedures and internal controls consistent with the investment policy. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members. The internal controls system includes separation of duties, custodial safekeeping, avoidance of physical delivery securities, development of wire transfer agreement, and clear delegation of authority to subordinate staff members.

The City may delegate its investment authority to an investment advisor registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources. The adviser shall follow this policy, and any other written instructions.

INVESTMENT GUIDELINES

SAFETY OF PRINCIPAL

Safety of principal is the primary objective of the City of Half Moon Bay. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm the City's capital base and cash flow.

Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of the City's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

LIQUIDITY

The City's financial portfolio shall be structured in a manner to ensure that the securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with an active secondary or resale market to meet any unanticipated cash demands. A portion of the portfolio may be placed in money market mutual funds or LAIF, which offer same day liquidity for short-term funds.

It is the full intent of the City to hold all investments until maturity to ensure the return of all invested principal. However, securities may be sold prior to maturity under the following circumstances:

- To minimize loss of principal for a security with declining credit.
- When liquidity needs of the portfolio require that the security is sold.

INVESTMENT PARAMETERS

1. **Diversification** - The City shall diversify its investments within the parameters of this policy to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs.

The investments shall be diversified by:

- Limiting investments in securities to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as LAIF or money market mutual funds to ensure that appropriate liquidity is maintained in order to meet unanticipated cash demands.

2. **Maximum Maturities** - To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow of bond proceeds or bond defeasance escrow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. As a general rule, the weighted average maturity of the investment portfolio will not exceed two years.

Reserve or escrow funds established by the issuance or defeasance of bonds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

3. **Competitive Bidding** - It is the policy of the City to encourage competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non "new issue" securities and the sale of all securities at least three bidders must be contacted. However, it is understood that certain time constraints and broker portfolio limitations exist which will not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the investment should be verified to current market conditions and documented for auditing purposes.

PERFORMANCE EVALUATION AND BENCHMARK

Investment performance is continually monitored and evaluated by the City Treasurer. The investment portfolio benchmark yield shall be the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average final maturity.

PROTECTION OF SECURITIES

To protect against fraud, embezzlement, or losses caused by the collapse of an individual securities dealer:

- All securities owned by the City shall be held in safekeeping by a third-party bank trust department, acting as agent for the City under the terms of a custody agreement or master repurchase agreement. All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

-or-

- All securities owned by the City shall be insured by a third-party insurer and the City shall be named as insured on that policy.

Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

INTERNAL CONTROL

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits to be derived and that the valuation of costs and benefits requires estimates and judgments by management.

If the City's investment portfolio includes more than pooled investments, an external auditor shall conduct an annual independent review to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

INVESTMENT REPORTS

The City Treasurer shall review investments and render quarterly reports to the City Manager and City Council. These reports shall include:

- The par amount of the investment, the classification of the investment, the percentage of the total portfolio which each type of investment represents, the name of the institution or entity, the rate of interest, the maturity date, the current market value, and the source of the market value.
- A statement that the projected cash flow is adequate to meet expected obligations over the next six months.
- The weighted average maturity of the portfolio.
- The average weighted yield to maturity of the portfolio as compared to the applicable benchmark.
- Statement of compliance with the investment policy.

This report is due within 30 days of the end of the quarter. The City Manager may, at his/her discretion, require this report on a monthly basis based upon market conditions.

QUALIFIED BANKS AND BROKER/DEALERS

The City shall transact business with financial institutions that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. The institution shall be a member of the FDIC and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

All broker/dealers who desire to do business with the City shall provide the necessary information (e.g. audited financial statements, proof of state registration, proof of National Association of Securities Dealers certification, etc.) from which the City can determine their creditworthiness, the existence of any pending legal action against the firm or the individual broker as well as an understanding of the security markets that they service. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code.

The City Treasurer shall annually send a copy of the current investment policy to all financial institutions and broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

COLLATERAL REQUIREMENTS

Collateral is required for investments in non-negotiable certificates of deposit and repurchase agreements. In order to reduce market risk, the collateral level shall be at least 102% of market

value of principal and accrued interest and marked to market weekly. Securities that are acceptable as collateral shall be the direct obligations of the United States or any agency of the United States or shall be fully guaranteed as to principal and interest by the United States or any agency of the United States.

AUTHORIZED INVESTMENTS

Investment of City funds is governed by the California Government Code Sections 53600 etc. seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. **United States Treasury Bills, Bonds, and Notes** or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
2. **Government Sponsored Enterprises** - Obligations issued by Federal Government agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
3. **Banker's Acceptances** - Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances, may not exceed 180 days maturity or 20% of the cost value of the portfolio. Furthermore, no more than 5% of the cost value of the portfolio may be invested in the banker's acceptances of any one commercial bank.
4. **Commercial Paper** - Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short term cash. Up to 15% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical rating organization (Moody's or Standard and Poor's) and with maturities not to exceed 180 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial paper rated "A" or higher by two nationally recognized statistical rating organizations. The City may not hold more than 2% of a single issuer's outstanding paper.
5. **Negotiable Certificates of Deposit** - Purchases of negotiable certificates of deposit issued by nationally or state-chartered banks, state or federal savings institutions, or state-licensed branches of foreign banks may not exceed 30% of the cost value of the portfolio.

The City may not invest in an institution where a member of City Council, City management, or City Treasurer serves on the board or committee of the institution. Funds will only be invested in Certificates of Deposits that are fully insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) in amounts up to \$100,000. A maturity limitation of two years is applicable.

6. **Repurchase Agreements** - Repurchase agreements may be made on any investment authorized by this investment policy. The maturity of the repurchase agreements shall not exceed one year. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff weekly and shall not be allowed to fall below 102% of the value of the repurchase agreement. A Master Repurchase agreement is required between the City and the dealer for all repurchase agreements transacted. No more than 5% of the City's investment portfolio may be invested with any one counter party, and the aggregate investment in repurchase agreements shall not exceed 10% of the City's total portfolio.
7. **Local Agency Investment Fund (LAIF)** - a State of California managed investment pool may be used up to the maximum permitted by California State Law.
8. **San Mateo County Investment Pool** - a County of San Mateo managed investment pool may be used up to the maximum of 100% of the cost value of the portfolio.
9. **Time Certificates of Deposit** - Time certificates of deposit, non- negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 10% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.
10. **Medium Term Corporate Notes** – defined as corporate and depository institution debt securities, with a maximum maturity of five years, may be purchased. Securities eligible for investment shall be rated AA or better by a nationally recognized securities rating organization (Moody's or Standard & Poor's). Purchase of medium-term notes may not exceed 10% of the cost value of the portfolio and no more than 10% of the cost value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 10% limitation
11. **Money Market Mutual Funds** - Mutual funds invested in U.S. Government securities are permitted under this policy and under California Government Code Section 53601(L). All of the following criteria must also be met: (1) The fund shall have a minimum of \$500 million in total portfolio value; (2) The fund shall be registered with the Securities and Exchange Commission, and shall have achieved the highest ranking or the highest letter

and numerical rating provided by not less than two nationally recognized statistical rating organizations; (3) The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration; Investment in such funds shall not exceed 20% of the City's total portfolio; and no more than 5% of the City's total portfolio may be invested in any one mutual fund.

12. **Moneys Held By a Trustee or Fiscal Agent** - Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness obligation under a lease, installment sales or other agreement may be invested in accordance with the statutory provisions governing the issuance or defeasance of the bonds or obligation.

13. **Prohibited/Ineligible Investments** - Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual. (Sec. 53601.6)

Maximum Investment Maturity and Percentage - The following matrix of maximum maturity and percentage limits, by instrument, are established for the City's total pooled funds portfolio:

Investment Type	Maturity	Percentage
Repurchase Agreements	1 Year	0 to 100%
Local Agency Investment Fund	Upon Demand	0 to 100%
San Mateo County Investment Pool	Upon Demand	0 to 100%
U.S. Treasury Bonds/Notes/Bills	5 Years	0 to 100%
Government Sponsored Enterprises	5 Years	0 to 100%
Bankers' Acceptances	180 Days	0 to 20%
Commercial Paper	180 Days	0 to 15%
Negotiable Certificates of Deposit	2 Years	0 to 30%
Time Certificates of Deposit	2 Years	0 to 10%
Medium Term Corporate Notes	5 Years	0 to 20%
Mutual Funds/Money Market Funds	Upon Demand	0 to 20%

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment types, or percentage allocations, supersedes any and all previous applicable language in this Investment Policy.

INTEREST EARNINGS

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly to various fund accounts based on the (average 13 months) cash balance in each fund as a percentage of the entire pooled portfolio.

POLICY CONSIDERATIONS

The following policy considerations apply:

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments - The City's investment policy shall be adopted by resolution of the City Council on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends.

RESOLUTION No. C-2023-

**A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE
CITY OF HALF MOON BAY INVESTMENT POLICY**

WHEREAS, the investment policy is reviewed each year by City Council in accordance with the City of Half Moon Bay's Investment Policy;

WHEREAS, the investment policy has been reviewed to ensure any necessary updates have been incorporated;

WHEREAS, there is no change in the investment policy at this time.

NOW, THEREFORE, BE IT RESOLVED THAT

The City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's Investment Policy as contained in Exhibit A attached hereto.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 20th day of June, 2023 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Deborah Penrose, Mayor

The logo features a stylized globe with a blue and green color scheme, surrounded by a circular arc and a wavy line below it. The text "Investment Policy" is positioned above "Glossary of Terms" in a blue, sans-serif font.

Investment Policy Glossary of Terms

Accrued Interest - Interest earned but not yet received.

Active Deposits - Funds which are immediately required for disbursement.

Amortization - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Arbitrage - Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

Asked Price - The price a broker dealer offers to sell securities.

Banker's Acceptance - A high quality, short-term money market instrument used to finance international trade. There has never been an instance of a failure to pay a banker's acceptance in full at its maturity date.

Basis Point - One basis point is one hundredth of one percent (.01).

Bid Price - The price a broker dealer offers to purchase securities.

Bond - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Value - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - Someone who brings buyers and sellers together and is compensated for his/her service.

Certificate of Deposit - A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

Collateral - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Commercial Paper - Short-term, negotiable unsecured promissory notes of corporations.

Basic Financial Statements - The official annual financial report for the City in accordance with the GASB 34 format prepared in conformity with Generally Accepted Accounting Principles (GAAP).

Coupon - The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Analysis - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield - The interest paid on an investment expressed as a percentage of the current price of the security.

Custodian - A bank or other financial institution that keeps custody of stock certificates and other assets.

Defeased Bond Issues - Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

Delivery vs. Payment (DVP) - Delivery of securities with a simultaneous exchange of money for the securities.

Derivative - Securities that are based on, or derived from, some underlying asset, reference date, or index.

Discount - The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification - Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Fannie Mae - Trade name for the Federal National Mortgage Association

(FNMA), a U.S. sponsored corporation.

Federal Reserve System - The central bank of the U.S. which consists of a seven-member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

Federal Deposit Insurance Corporation (FDIC) - Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (currently \$100,000) per account.

Fed Wire - A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Freddie Mac - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

Government Accounting Standards Board (GASB) - A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

Guaranteed Investment Contracts (GICS) - An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

Inactive Deposits - Funds not immediately needed for disbursement.

Interest Rate - The annual yield earned on an investment, expressed as a percentage.

Investment Agreements - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Liquidity - An asset that can easily and rapidly be converted into cash without significant loss of value.

Local Agency Investment Fund (LAIF) - A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

Local Agency Investment Pool - A pooled investment vehicle, sponsored by a local agency or a group of local agencies for use by other local agencies.

Market Value - The price at which a security is trading and could presumably be purchased or sold.

Maturity - The date upon which the principal or stated value of an investment becomes due and payable.

Modified Duration - A measure of exposure to market risk of a security or a portfolio. It is the percent change in the price of a security (portfolio) or a 100 basis point change in the security's (portfolio's) yield.

Mutual Funds - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

Negotiable Certificate of Deposit - A large denomination certificate of deposit which can be sold in the open market prior to maturity.

New Issue - Term used when a security is originally "brought" to market.

Note - A written promise to pay a specified amount to a certain entity on demand or on a specified date.

Par Value - The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

Perfected Delivery - Refers to an investment where the actual security or collateral is held by an independent third-party representing the purchasing entity.

Portfolio - Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

Primary Dealer - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Principal - The face value or par value of a debt instrument, or the amount of capital invested in a given security.

Prospectus - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement")

Prudent Investor Standard - A standard of conduct, where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

Purchase Date - The date in which a security is purchased for settlement on that or a later date.

Rate of Return - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (REPO) - A transaction, where the seller agrees to buy back from the buyer (City) the securities at an agreed upon price on demand or at a specified date.

Reverse Repurchase Agreement (REVERSE REPO) - A transaction where the seller (City) agrees to buy back from the buyer the securities at an agreed upon price on demand or at a specified date.

Risk - Degree of uncertainty of return on an asset.

Rule G-37 of the Securities Rulemaking Board - Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities business.

Safekeeping Service - Offers storage and protection of assets provided by an institution serving as an agent.

Sallie Mae - Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

Secondary Market - A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC) - The federal agency responsible for supervising and regulating the securities industry.

Settlement Date - The date on which a trade is cleared by delivery of securities against funds.

Tax and Revenue Anticipation Notes (TRANS) - Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

Time Certificate of Deposit - A non-negotiable certificate of deposit that cannot be sold prior to maturity.

Treasury Bills (T-bills) - U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

Trustee or trust company or trust department of a bank - A financial institution with trust powers which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

Underwriter - A dealer that purchases a new issue of municipal securities for resale.

U.S. Government Agencies - Instruments issued by various U.S. Government Agencies, most of which are secured only by the credit worthiness of the particular agency.

U.S. Treasury Obligations - Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes, and Bonds. Bills are short-term obligations that mature in one year or less and are sold on the basis of a rate of discount. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more.

Weighted Average Maturity (WAM) - The average maturity, of all the securities that comprise a portfolio, which is typically expressed in days or years.

Yield - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity - The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

Yield Curve - A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.



Reserve Policy



General Fund & Economic Uncertainty Reserve Policy

Adoption Date: June 2, 2020
Last Revision Date: June 2, 2020

I. Introduction:

Prudent financial management dictates that a portion of the funds available to the City be held in reserve for future use whereas standard funding sources are not adequate for continued operation of general City operation. This policy establishes the amounts the City will strive to maintain in the General Fund Reserve & Economic Uncertainty Reserve, as well as the conditions under which the reserves may be spent.

The General Fund Reserve and Economic Uncertainty Reserve helps to ensure that the City of Half Moon Bay can provide consistent, uninterrupted municipal services in the event of economic disruption or an extreme event. Two of the City's primary revenue sources, the transient occupancy tax and sales tax, are known to be sensitive to downturns in the economy. Like other California cities, Half Moon Bay must be prepared for seismic and other catastrophic events that could threaten its long-term fiscal health.

As a General Budget principle, the City Council is charged with determining an appropriate General Fund Reserve and Economic Uncertainty Reserve thresholds and to allocate or change those funding thresholds as appropriate. The funding levels are to be based on sound risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOAO). The General Fund Reserve and Economic Uncertainty Reserve follows Generally Accepted Accounting Principles set by the Government Accounting Standards Board (GASB) in Statement No. 54.

II. Amounts Held in Reserve

The City of Half Moon Bay will strive to maintain the following threshold funding as "assigned" General Fund balance. The reserve balances are conveyed as a percentage of the City's general fund annual operating expenditures. As a percentage of the annual operating expenditures, the actual assigned fund balances will fluctuate. The reserves are broken into two categories, each with their associated target threshold of reserve:

General Fund Reserve (30% of General Fund operating expenditures):

- The City will fund the General Fund Reserve at a minimum of 30% of the budgeted Annual General Fund Expenditures with no maximum. Funds held in this assigned reserve are held for the following uses:
 - Meeting cash flow needs during the fiscal year.
 - Closing a projected short-term revenue-expenditure gap.
 - Responding to unexpected expenditure requirements or revenue shortfalls.

- When an economic downturn results in a short-term budgetary shortfall and where reasonable cuts to expenditures are not adequate to meet revenue without the use of the reserve.
- Unfunded liabilities such as self-insurance, pensions and retiree health obligations
- Institutional changes, such as State budget takeaways and unfunded mandates

Economic Uncertainty Reserve (20% of General Fund operating expenditures):

- The City will fund the Economic Uncertainty Reserve at a minimum of 20% of the budgeted Annual General Fund Operating Expenditures with no maximum. Funds held in this assigned reserve are held for the following uses:
 - When a fiscal forecast shows an ongoing structural gap due to an economic downturn to providing a strategic bridge to future economic stability.
 - When during a declared emergency, expenditures exceed revenues and where the reserve will meet economic shortfalls due to a related economic downturn.
 - When an economic downturn results in a long-term budgetary shortfall and where reasonable cuts to expenditures are not adequate to meet revenue without the use of the reserve.
 - Where its use will prevent a reduction of required services.

III. Funding Target Balance

The General Fund Reserve and Economic Uncertainty Reserve will be funded from excess ongoing and one-time funds when available. If reserve fund balances fall below established thresholds, the City will replenish reserves in the following priority:

1. **General Fund Reserve**
2. **Economic Uncertainty Reserve**

IV. Conditions for Use of Reserves

A. Use of Reserves

It is the intent of the City to limit use of reserves to address unanticipated, non-recurring needs or known, planned future obligations. Reserves shall not normally be applied to recurring annual operating expenditures. The reserves may, however, be used to allow time for the City to restructure its operations in a deliberate manner (such as might be required in the case of a severe economic downturn), but such use will only take place in the context of an adopted long-term plan to reach a sustainable structure.

B. Authority to Use Reserves

The reserves are only used in accordance with this policy and at the direction of the City Council.

C. Funding in Excess of Threshold

Where funding of the General Fund Reserve and Economic Uncertainty Reserve exceeds the established thresholds, City Council may authorize the use of those funds for any budgetary need.

D. Authority for Interfund Borrowing

The City Manager may authorize inter-fund borrowing in the event that resources are needed by the General Fund to recover from damages incurred in a catastrophic event. Borrowed funds can be provided from any other funds that are not fiscally compromised by the event and are legally available for use. Borrowed funds will be reimbursed at a rate determined by the City’s overall portfolio yield.

E. Replenishment of Reserves

In the event the City Council authorizes use of the reserves, the City Manager shall propose a plan for the replenishment of the reserves to the City Council during City budget hearings. The City will make every reasonable effort to fully replenish the reserves within five years.

If, based on the Finance Director’s analysis and forecasting, the target balance is not being met or is likely not going to be met at some point within a five-year period, a plan to meet the target balance will be developed and presented to the City Council for consideration.

V. Annual Review of Policy

The General Fund Reserve and Economic Uncertainty Reserve policy will be reviewed annually and discussed if changes are deemed necessary. The review of this policy is to safeguard its effectiveness and relevance to the City’s long-term needs, and to ensure that the policy remains current with best practices that are based on sound risk assessment methodology developed by the Government Finance Officers Association of the United States and Canada (GFOAO).

Attachments:

-None-

Policy Revision History:

Date	Actions
June 2, 2020	Originally Issued

RESOLUTION No. C-2020-32

A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE
CITY OF HALF MOON BAY GENERAL FUND & ECONOMIC
UNCERTAINTY RESERVE POLICY

WHEREAS, the General Fund & Economic Uncertainty Reserve policy ensure the City's ability to maintain vital services to the community during times of economic uncertainty; and

WHEREAS, the City is committed to achieving long-term fiscal stability as well as mitigating the negative impacts of extraordinary risk such as earthquakes, fires, and floods; and

WHEREAS, the prior Committed Contingency Reserve Fund is hereby renamed to the General Fund Reserve; and

WHEREAS, the creation of the Economic Uncertainty Reserve required a revision of the Reserve policy to include the Economic Uncertainty Reserve; and

WHEREAS, the use and replenishment of the General Fund & Economic Uncertainty Reserve Funds should be defined.

NOW, THEREFORE, BE IT RESOLVED THAT

The City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's General Fund & Economic Uncertainty Reserve Policy as contained in Exhibit A attached hereto.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of June, 2020 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Penrose, Rarback, Ruddock, Brownstone, Eisen

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

For 

Jessica Blair, City Clerk

APPROVED:



Adam Eisen, Mayor



Master Fee Schedule



Master Fee Schedule

The City's Master Fee schedule includes Developer Impact Fees and User Fees which are permitted under State law and initially adopted by the City Council in 2017. The fee schedule is based upon a Cost Allocation Plan (CAP), that has been reviewed each subsequent fiscal year to confirm accuracy. In conjunction with the FY 2022-23 budget, the City reevaluated the allocation of resources as well as the appropriate allocation of costs to City functions and fees. The CAP ensures that the City is able to accurately account for the actual cost of providing programs and services by establishing fully burdened hourly rates for staff, including direct, indirect and overhead costs; as well as for facilities. These rates are a foundation for all fees and ensure that recoverable fees for each service are complete, clearly defined and identified. The City evaluates the CAP each year and updates the CAP approximately every 5 years.

Development Impact Fees were adjusted for cost of living in 2023 in accordance with the City Council policy following evaluation and determination that the fees remained compliant with statutory limits and addressed the cost of new development on certain facilities and infrastructure. To charge Development Impact Fees, jurisdictions must prepare nexus studies. A nexus study was prepared in 2017 and with each subsequent fiscal year, staff evaluates the fees to ensure the fees do not exceed the City's actual cost to provide the services and infrastructure based on the CAP, Capital Improvement Program, and other cost factors.

User Fees include Administration and Development Impact Fees. Following the CAP, the City's User Fees were comprehensively updated and adopted in 2017. User Fees include both flat fees and deposits. Flat fees are set to align with the anticipated and typical cost to provide a specified service based on the CAP fully burdened hourly rates. Flat fees are appropriate for smaller-scale or more typical services. For more variable services, such as those associated with development review, a deposit approach provides the City with a means to charge an applicant for actual time spent to process an application and to more accurately track City consultant related direct costs. On June 6, 2023, City Council approved an update to fees and deposits following staffs' evaluation of the structure established in 2017. These updates will take effect in Fiscal Year 2023-24. As noted above, the City continues to evaluate fees in conjunction with the annual budget process to ensure fees are appropriate and do not exceed the actual cost of services provided per State law.

The Master Fee Schedule is updated annually. All fees, excluding Development Impact Fees and Public Safety, are increased annually pursuant to the annual average of the Consumer Price Index for Urban and Clerical Workers (CPI-W). The FY2022-23 CPI-W rate is 4.9%. Development Impact Fees are increased annually by the applicable regional annual average of the Engineering News Record - Construction Cost Index (CCI). However, due to the impact the high increases could have on local development, the City has elected to not increase Development Impact Fees. In addition, for FY22-23 there will be no Public Safety increases.

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
I. ADMINISTRATION					
1 Administrative Fees					
1 First Returned Item	101-101-4901	\$25.00	\$25.00	\$25.00	Each
2 Each Additional Item	101-101-4901	\$39.00	\$39.00	\$39.00	Each
3 Credit Card Convenience Fee	101-101-4901	2%	2%	2%	2.4% on charges \$30.00 and more
2 Duplication					
1 Photocopies	101-101-4901	\$0.25	\$0.25	\$0.25	Per page
2 Municipal Code Book	101-101-4901	Available online	Available online	Available online	Per book
3 Bound Reports	101-101-4901	Actual Cost	Actual Cost	Actual Cost	Per report
4 Budget	101-101-4901	Available online	Available online	Available online	Each
5 Comprehensive Financial Report (ACFR)	101-101-4901	Available online	Available online	Available online	Each
3 City Clerk					
Election Filing Fee	101-110-4901	\$25.00	\$25.00	\$25.00	Each
Candidate Printing Fee	101-110-4901	Determined per election	Determined per election	Determined per election	Deposit
4 Staff Research					
1 City Manager's Office	101-120-4443	\$62.00	\$66.00	\$67.00	Per 0.25 hour
2 Finance Department	101-210-4443	\$52.00	\$55.00	\$56.00	Per 0.25 hour
3 City Clerk's Office	101-140-4443	\$49.00	\$52.00	\$53.00	Per 0.25 hour
4 Planning Department	101-710-4443	\$60.00	\$63.00	\$64.00	Per 0.25 hour
5 Building Department	101-720-4443	\$44.00	\$46.00	\$47.00	Per 0.25 hour
6 Public Works Department - Engineering	101-420-4443	\$53.00	\$56.00	\$57.00	Per 0.25 hour
7 Public Works Department - Maintenance	101-430-4443	\$46.00	\$48.00	\$49.00	Per 0.25 hour
8 Police - Sworn	101-310-4203	\$61.00	\$61.00	\$61.00	Per 0.25 hour
9 Police - Non Sworn	101-310-4203	\$21.00	\$21.00	\$21.00	Per 0.25 hour
5 Private Alarm Permits (Chapter 9.10)					
1 Alarm Permit	101-310-4202	\$54.00	\$57.00	\$58.00	Each
2 False Alarm Response with Permit					
1st & 2nd Alarms	101-310-4202	\$0.00	\$0.00	\$0.00	No fee
3rd Alarm	101-310-4202	\$54.00	\$57.00	\$58.00	Each
4th Alarm	101-310-4202	\$111.00	\$118.00	\$121.00	Each
5th Alarm	101-310-4202	\$168.00	\$178.00	\$183.00	Each
6th Alarm and responses thereafter	101-310-4202	\$224.00	\$238.00	\$245.00	Each
3 False Alarm without Permit					
1st & 2nd Alarms	101-310-4202	\$54.00	\$57.00	\$58.00	Each
3rd Alarm	101-310-4202	\$111.00	\$118.00	\$121.00	Each
4th Alarm	101-310-4202	\$139.00	\$148.00	\$152.00	Each
5th Alarm	101-310-4202	\$195.00	\$207.00	\$213.00	Each
6th Alarm and responses thereafter	101-310-4202	\$280.00	\$298.00	\$306.00	Each
6 Film Permit (Chapter 9.74)	101-101-4201	\$576.00	\$576.00	\$576.00	Per day
7 Special Event Permits ^[1]					
1 Block Parties	101-101-4201	\$224.00	\$224.00	\$224.00	Per event
2 Fund Raisers	101-101-4201	\$224.00	\$224.00	\$224.00	Per event
3 Miscellaneous Events	101-101-4201	\$448.00	\$448.00	\$448.00	Per event
4 Carnival/Circus/Parade/Race/Rodeo, etc.	101-101-4201	\$448.00	\$448.00	\$448.00	Each
5 Amusement Concession	101-101-4201	\$448.00	\$448.00	\$448.00	Each
8 Poplar Beach Parking ^[1]					
Vehicles less than 20 feet	101-430-4720	\$10.00	\$10.00	\$10.00	Per 12 hours
Horse trailers and vehicles longer than 20 feet	101-430-4720	\$15.00	\$15.00	\$15.00	Per 12 hours
Annual Permit	101-430-4720	\$165.00	\$165.00	\$165.00	12 month permit
Nine-month Permit	101-430-4720	\$90.00	\$90.00	\$90.00	9-month (September through May)
Replacement Parking permit			\$30.00	\$30.00	
9 BID Administration for City Hotels	101-210-4443	\$165.00	\$165.00	\$165.00	Per month
10 Street Closure	Expense Code	Actual cost	Actual cost	Actual cost	
11 Professional Dog Walker permit		\$200.00	\$200.00	\$200.00	Annual (January 1 - December 31)
12 Personal Dog Walker permit (3-6 dogs)		TBD	\$75.00	\$75.00	Annual (January 1 - December 31)
13 Annual License Agreement					
Parklet Activities Space			\$800.00	\$800.00	
Sidewalk Activities Space			\$225.00	\$225.00	
Other			Per City Council approval	Per City Council approval	Per City Council approval

[1] Fees may be waived by the City Manager for NPDES related volunteer events

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
II. BUILDING ^{[2] [3][4]}					
0 Building Hourly Rates		\$181.00	\$186.00	\$191.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	1.5 x hourly rate	1.5 x hourly rate	1.5 x hourly rate	Per hour
Inspection on Sundays and Holidays, per hour	101-720-4422	2 x hourly rate	2 x hourly rate	2 x hourly rate	Per hour
Reinspection fees, per hour	101-720-4422	Hourly rate	Hourly rate	Hourly rate	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Hourly rate	Hourly rate	Hourly rate	Per hour
1 Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of Valuation (\$))					
0 - 500 (Includes basic water heater, furnace replacements and re-roofing with two or fewer inspections)	101-720-4422	\$181.00	\$186.00	\$191.00	Per hour
501 - 2,000					
First 500	101-720-4422	\$236.00	\$251.00	\$258.00	Valuation
Each Additional 100 or fraction thereof	101-720-4422	\$11.00	\$12.00	\$12.00	
2,001 - 25,000					
First 2,000	101-720-4422	\$438.00	\$466.00	\$479.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$1.00	\$1.00	\$1.00	
25,001 - 50,000					
First 25,000	101-720-4422	\$493.00	\$525.00	\$540.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	\$5.00	
50,001 - 100,000					
First 50,000	101-720-4422	\$658.00	\$701.00	\$722.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	\$3.00	
100,000 - 500,000					
First 100,000	101-720-4422	\$823.00	\$876.00	\$902.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$3.00	\$3.00	\$3.00	
500,001 - 1,000,000					
First 500,000	101-720-4422	\$2,200.00	\$2,343.00	\$2,413.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$5.00	\$5.00	\$5.00	
1,000,001 and above					
First 1,000,000	101-720-4422	\$5,281.00	\$5,624.00	\$5,792.00	Valuation
Each Additional 1,000 or fraction thereof	101-720-4422	\$6.00	\$6.00	\$6.00	
2 Building Plan Check Fee					
Miscellaneous Plan Review		65% of Building Permit Fee	65% of Building Permit Fee	65% of Building Permit Fee	Per hour
Plan Revision	101-720-4422	\$181.00	\$186.00	\$191.00	Per hour
Fee for 4th review onwards-charged on hourly basis	101-720-4422	\$181.00	\$186.00	\$191.00	Per hour
Electronic submittal fee	101-720-4422	\$2/drawing sheet and \$5.59 flat fee for supporting documents	\$2/drawing sheet and \$5.59 flat fee for supporting documents	\$2/drawing sheet and \$5.59 flat fee for supporting documents	Each
Fire Plan Check Administrative Fee			\$93.00	\$95.00	1/2 hour
Solar	101-720-4422	\$181.00	\$186.00	\$191.00	Per hour
3 Miscellaneous Permit					
1 Demolition	101-720-4422	\$362.00	\$373.00	\$384.00	Up To 2 hours
2 Permit Fees for Work Without Valid Permit (Bldg, Elec, Mech, Plmb, Encroach, Gradng)	101-720-4422	2 X Permit Fee	2 X Permit Fee	2 X Permit Fee	Fine / Penalty
3 Business License Inspection	101-720-4422	\$91.00	\$93.00	\$95.00	Per 0.5 hour
4 Address Assignment		\$181.00	\$186.00	\$191.00	Per hour
4 Other Inspections and Fees					
Pre-Site Inspection	101-720-4422	Per building hourly rate	\$186.00	\$191.00	Per hour
Re-Inspections	101-720-4422	Per building hourly rate	\$186.00	\$191.00	Per hour
Reinspection fees	101-720-4422	Per building hourly rate	\$186.00	\$191.00	Per hour
Inspection for which no fee is specifically indicated, per hour	101-720-4422	Per building hourly rate	\$186.00	\$191.00	Per hour
Inspections outside of normal business hours, per hour	101-720-4422	Per building hourly rate	\$186.00	\$191.00	Per hour
General Plan Fee	101-710-4444	0.25%	0.25%	0.25%	Valuation
5 Refund (Update Refund Policy)		\$91.00	\$93.00	\$95.00	Per 0.5 hour

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
6 Special Structural Inspection Fee	101-720-4422	\$273.00	\$227.00	\$233.00	Works Director at time of application. Per Public Works hourly rate
7 Electrical Permit					
Permit Issuance					
For issuing each permit	101-720-4422	\$43.00	\$46.00	\$47.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$43.00	\$46.00	\$47.00	Each
New Residential Buildings					
For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	101-720-4422	\$15.00	\$16.00	\$16.00	Per 100 square foot
For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	101-720-4422	\$15.00	\$16.00	\$16.00	Per 100 square foot
For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE	101-720-4422	See Unit Fee Schedule Below	See Unit Fee Schedule Below	See Unit Fee Schedule Below	
Private Swimming Pools					
For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool	101-720-4422	\$21.00	\$22.00	\$22.00	Each
Carnivals and Circuses					
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:					
For electrical generators and electrically driven rides, each	101-720-4422	\$38.00	\$40.00	\$41.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	101-720-4422	\$7.00	\$7.00	\$7.00	Each
For a system of area and booth lighting, each	101-720-4422	\$7.00	\$7.00	\$7.00	Each
For permanently installed rides, booths, displays and attractions, use the UNIT FEE SCHEDULE	101-720-4422	See Unit Fee Schedule Below	See Unit Fee Schedule Below	See Unit Fee Schedule Below	
Temporary Power Services					
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	101-720-4422	\$21.00	\$22.00	\$22.00	Each
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each	101-720-4422	\$21.00	\$22.00	\$22.00	Each
Receptable, Switch and Lighting Outlets					
For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):					
First 20 fixtures, each	101-720-4422	\$1.48	\$2.00	\$2.00	Each
Additional fixtures, each	101-720-4422	\$0.30	\$0.32	\$0.33	Each
For lighting fixtures, sockets, or other lamp-holding devices:					
First 20 fixtures, each	101-720-4422	\$1.48	\$2.00	\$2.00	Each
Additional fixtures, each	101-720-4422	\$1.48	\$2.00	\$2.00	Each
For pole or platform-mounted lighting fixtures	101-720-4422	\$28.00	\$30.00	\$30.00	Each
For theatrical-type lighting fixtures or assemblies	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Residential Appliances					
For fixed residential appliances or receptacle outlets for same, including wall-mounted electrical ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	101-720-4422	\$3.00	\$3.00	\$3.00	Each

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Non-Residential Appliances For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	101-720-4422	\$3.00	\$3.00	\$3.00	Each
Busways For trolley and plug-in-type busways, each 100 feet or fraction thereof Note: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.	101-720-4422	\$28.00	\$30.00	\$30.00	Each 100 ft or fraction thereof
Power Apparatus For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):					
Up to and including 1	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Over 1 and not over 10	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Over 10 and not over 50	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Over 50 and not over 100	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Over 100	101-720-4422	\$57.00	\$61.00	\$62.00	Each
Signs, Outline Lighting and Marquees For signs, outline lighting systems or marquees supplied from one branch circuit	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Services For services of 600 volts or less and no over 200 amperes in rating	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For services over 600 volts or over 1,000 amperes in rating	101-720-4422	\$21.00	\$22.00	\$22.00	Each
Miscellaneous Apparatus, Conduits and Conductors For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	101-720-4422	\$27.97	\$30.00	\$30.00	Each
Other Inspection and Fees		Per building hourly rate	\$186.00	\$191.00	Per hour
8 Mechanical Permit					
Permit Issuance For issuing each permit	101-720-4422	\$43.00	\$46.00	\$47.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$43.00	\$46.00	\$47.00	Each
Furnaces For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances, up to and including 100,000 Btu/h	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances over 100,000 Btu/h	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For the installation or relocation of each floor furnace, including vent	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Appliance Vents For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Repairs or Additions For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	101-720-4422	\$21.00	\$22.00	\$22.00	Each

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Boilers, Compressors and Absorption Systems					
For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	101-720-4422	\$45.00	\$48.00	\$49.00	Each
For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	101-720-4422	\$45.00	\$48.00	\$49.00	Each
For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	101-720-4422	\$45.00	\$48.00	\$49.00	Each
For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	101-720-4422	\$91.00	\$97.00	\$99.00	Each
Air Handlers					
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For each air-handling unit over 10,000 cfm	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Evaporative Coolers					
For each evaporative cooler other than portable type	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Ventilation and Exhaust					
For each ventilation fan connected to a single duct	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Incinerators					
For the installation or relocation of each domestic-type incinerator	101-720-4422	\$28.00	\$30.00	\$30.00	Each
For the installation or relocation of each commercial or industrial-type incinerator	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Miscellaneous					
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	101-720-4422	\$15.00	\$16.00	\$16.00	Each
9 Plumbing Permit					
Permit Issuance					
For issuing each permit	101-720-4422	\$45.00	\$48.00	\$49.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	101-720-4422	\$45.00	\$48.00	\$49.00	Each
Fixtures and Vents					
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For each repair or alteration of drainage or vent piping, each fixture	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Sewers, Disposal Systems and Interceptors					
For each building sewer and each trailer park sewer	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Rainwater systems-per drain (inside building)	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For each cesspool (where permitted)	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For each private sewage disposal system	101-720-4422	\$21.00	\$22.00	\$22.00	Each
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	101-720-4422	\$21.00	\$22.00	\$22.00	Each
Gas Piping Systems					
For each gas-piping system of one to five outlets	101-720-4422	\$25.00	\$27.00	\$27.00	Each
For each additional gas piping system outlet, per outlet	101-720-4422	\$2.00	\$2.00	\$2.00	Each
Water Piping and Water Heaters					
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For each water heater and/or vent	101-720-4422	\$3.00	\$3.00	\$3.00	Each

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Lawn Sprinklers, Vacuum Breakers & Backflow Protection Devices					
For each lawn sprinkler system or any one meter, including backflow protection devices thereof	101-720-4422	\$15.00	\$16.00	\$16.00	Each
For atmospheric-type vacuum breakers or backflow protection devices not included above:					
1 to 5	101-720-4422	\$3.00	\$3.00	\$3.00	Each
Over 5, each	101-720-4422	\$2.00	\$2.00	\$2.00	Each
For each backflow protective device other than atmospheric type vacuum breakers:					
2 inch diameter and smaller	101-720-4422	\$7.00	\$7.00	\$7.00	Each
over 2 inch diameter	101-720-4422	\$14.00	\$15.00	\$15.00	Each
Swimming Pools					
Public Pool	101-720-4422	\$45.00	\$48.00	\$49.00	Each
Public Spa	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Private Pool	101-720-4422	\$45.00	\$48.00	\$49.00	Each
Private Spa (pre-manufactured)	101-720-4422	\$7.00	\$7.00	\$7.00	Per valuation
Private Spa (custom built)	101-720-4422	\$28.00	\$30.00	\$30.00	Each
Miscellaneous					
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	101-720-4422	\$15.00	\$16.00	\$16.00	Each
Other Inspection and Fees		Per building hourly rate	\$186.00	\$191.00	Per hour
^[2] The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 0.25% (\$2.50/\$1000) of the valuation of the construction/addition. ^[3] Permit fees for work done without a valid permit are 2x the applicable permit fee ^[4] Solar permit fees shall be established based on valuation with a 70% discount of the total of the building permit fee, plan check fee and electrical permit fee.					
III. PUBLIC WORKS ^{[5] [6]}					
0 Public Works Hourly Rate	101-420-4443	\$220.00	\$227.00	\$233.00	Hourly rate
1 Public Improvement Plan Check Fee (including grading)					
Valuation (\$)					
\$10,000	101-420-4421	\$890.00	\$948.00	\$976.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$43.00	\$46.00	\$47.00	Flat fee
\$100,000	101-420-4421	\$4,895.00	\$5,213.00	\$5,369.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$36.00	\$38.00	\$39.00	Flat fee
\$500,000	101-420-4421	\$19,807.00	\$21,094.00	\$21,726.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$38.00	\$40.00	\$41.00	Flat fee
2 Construction Inspection					
Valuation (\$)					
\$10,000	101-420-4421	\$890.00	\$948.00	\$976.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$72.00	\$77.00	\$79.00	Flat fee
\$100,000	101-420-4421	\$7,566.00	\$8,058.00	\$8,299.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$57.00	\$61.00	\$62.00	Flat fee
\$500,000	101-420-4421	\$31,381.00	\$33,421.00	\$34,423.00	Flat fee
Each additional \$1,000 or fraction thereof	101-420-4421	\$61.00	\$65.00	\$66.00	Flat fee
3 Final Map Review					
Parcel Map (Up to 4)	101-000-2302	\$6,854.00	\$6,854.00	\$6,854.00	Deposit
Tract Map (Up to 5)	101-000-2302	\$8,568.00	\$8,568.00	\$8,568.00	Deposit
4 Subdivision Improvement Agreement Review	101-000-2302	\$3,410.00	\$3,410.00	\$3,410.00	Deposit
5 Encroachment Permits Plan Review & Inspection					
Spot Repair (I.e. water leaks, pothole patches)	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Excavation/Restoration less than 100 LF	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
Excavation/Restoration 100 LF or greater	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Curb, gutter, sidewalk, or driveway less than 100 LF	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
Curb, gutter, sidewalk, or driveway 100 LF or greater	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Sewer connections, repair or extension 100 LF or less	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
Storm Drain connection, repair or extension 100 LF or Greater	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
each additional 100 LF	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Storm Drain connection, repair or extension <100 LF	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Storm Drain connection, repair or extension >100 LF	101-420-4421	\$890.00	\$948.00	\$976.00	Flat Fee
each additional 100 LF	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Unpermitted encroachments	101-420-4421	1.5 x fee	2 x Permit fee	2 x Permit fee	Fine / Penalty
Monitoring Wells	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Permit Time Extension	101-420-4421	\$109.00	\$116.00	\$119.00	Flat Fee
6 Public Right-of-Way/Easement Encroachment (Temporary)	101-420-4421	\$220.00	\$234.00	\$241.00	Flat fee
7 Deferred Improvement Agreement Review	101-420-4421	\$443.00	\$472.00	\$486.00	Flat fee
8 Grading Permits Plan Review and Inspection ^[3]					
Grading changes 50-1,000 CY	101-140-5231		\$948.00	\$976.00	Flat fee
Grading changes >1,000 CY	101-140-5231	\$890.00	\$948.00	\$976.00	Flat fee
Additional 100 CY over 1000	101-140-5231	\$890.00	\$234.00	\$241.00	Flat fee
9 Sewer					
FOG Certification	202-520-4506	\$51.00	\$54.00	\$55.00	Flat fee
Transfer of Uninstalled Capacity Fee	202-520-4506	\$443.00	\$472.00	\$486.00	Flat fee
10 Supporting to Planning					
1 Pre-Entitlement Processing					
Pre-Application Review	101-000-2302	\$220.00	\$220.00	\$220.00	Deposit
Pre-Application: Commercial Cannabis Business Review	101-000-2302	\$220.00	\$220.00	\$220.00	Deposit
2 Coastal Development Permit Processing					
Coastal Development Permit Exemption	101-420-4421	\$220.00	\$234.00	\$241.00	Flat Fee
Single Family Residential	101-000-2302	\$890.00	\$890.00	\$890.00	Deposit
Accessory Dwelling Unit - New Development	101-420-4421	\$443.00	\$472.00	\$486.00	Flat Fee
Multiple Family Residential	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Commercial / Mixed Use	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Industrial / Institutional	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Other Development					
Community Development Director	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planning Commission	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Amendments					
Minor Amendments	101-420-4421	\$220.00	\$234.00	\$241.00	Flat fee
Major Amendments	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
3 Environmental Clearance Processing					
CEQA/NEPA Environmental Clearance					
Negative Declaration	101-000-2302	\$856.00	\$856.00	\$856.00	Deposit
EIR	101-000-2302	\$1,713.00	\$1,713.00	\$1,713.00	Deposit
4 Entitlement Processing					
Commercial Cannabis Business License	101-000-2302	\$1,672.00	\$1,672.00	\$1,672.00	Deposit
Use Permit	101-000-2302	\$836.00	\$836.00	\$836.00	Deposit
Variance / Exception Planning Commission	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Exception/Community Development Director	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Zoning, LCP, and GP Amendments					
LCP/GP	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
IP/Rezoning	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Annexation/Prezoning	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Land Division and Merger					
Certificate of Compliance	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Lot Merger	101-000-2302	\$459.00	\$459.00	\$459.00	Deposit
Lot Line Adjustment	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$1,837.00	\$1,837.00	\$1,837.00	Deposit
Tentative Subdivision Map	101-000-2302	\$3,675.00	\$3,675.00	\$3,675.00	Deposit
Subdivision Agreement					No Fee
Time Extension	101-000-2302	\$919.00	\$919.00	\$919.00	Deposit
Community Development Director Review	101-000-2302	\$228.00	\$228.00	\$228.00	Deposit
11 Building Plan Review / Support					
1 Minor Residential improvement	101-420-4421	\$220.00	\$234.00	\$241.00	Flat fee
2 TI or Addition of s.f	101-420-4421	\$443.00	\$472.00	\$486.00	Flat fee
3 New SFD	101-420-4421	\$443.00	\$472.00	\$486.00	Flat fee
4 New Multifamily or Commercial	101-420-4421	\$1,110.00	\$1,182.00	\$1,217.00	Flat fee
^[3] Permit fees for work done without a valid permit are 2x the applicable permit fee					
^[5] Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.					
^[9] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials					
IV. DEVELOPER IMPACT FEES^[1]					
1 Single Family and Accessory Dwelling Units greater than 750 SQFT					
(Developer Impact Fees calculated for each Accessory Dwelling Unit per City Ordinance and State Law)					
1 Sewer Capacity - Assessment District Participant	202-520-4506	\$5,272.00	\$5,615.00	\$5,615.00	Per dwelling unit
Sewer Capacity - Assessment District Non-Participant	202-520-4506	\$18,743.00	\$19,961.00	\$19,961.00	Each SFRE***
2 SMIP Residential*	101-000-2181	\$0.00	\$0.00	\$0.00	\$100,000 Valuation
SMIP Commercial*	101-000-2181	\$0.00	\$0.00	\$0.00	\$100,000 Valuation
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**					
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction above \$100,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation
4 Storm Drainage	152-450-4501	\$803.00	\$855.00	\$855.00	Per dwelling unit
5 Capital Outlay Facilities	301-101-4503	\$1,138.00	\$1,212.00	\$1,212.00	Per dwelling unit
6 Traffic Mitigation	112-510-4502	\$7,417.00	\$7,899.00	\$7,899.00	Per dwelling unit
7 Park Facilities	125-530-4504	\$8,375.00	\$8,919.00	\$8,919.00	Per dwelling unit
2 Development Fees; Multi-Family / Commercial					
1 Sewer Capacity					
Multi-Family	202-520-4506	\$4,428.00	\$4,716.00	\$4,716.00	Per dwelling unit
Mobile Home	202-520-4506	\$3,320.00	\$3,536.00	\$3,536.00	Per dwelling unit
Office	202-520-4506	\$1,423.00	\$1,515.00	\$1,515.00	Per 1,000 square feet
Commercial/Retail	202-520-4506	\$2,054.00	\$2,188.00	\$2,188.00	Per 1,000 square feet
Lodging	202-520-4506	\$2,054.00	\$2,188.00	\$2,188.00	Per room
Industrial	202-520-4506	\$2,054.00	\$2,188.00	\$2,188.00	Per 1,000 square feet
Sewer Connection - Assessment District Non-Participant	202-520-4506	\$18,743.00	\$19,961.00	\$19,961.00	Each SFRE***
2 SMIP Residential*	101-000-2181	Per formula	Per formula	\$0.00	Valuation over \$3,850, the fee is \$13 per \$100,000 permit valuation
SMIP Commercial*	101-000-2181	Per formula	Per formula	\$0.00	Valuation over \$1,786, the fee is \$28 per \$100,000 permit valuation
SMIP Flat Fee*	101-000-2181	Per formula	Per formula	\$0.00	Residential permits under \$3,850 and Commercial permits under \$1,786, fee is \$.50
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**					
\$1 - 25,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation
\$25,001 - 50,000	101-000-2182	\$2.00	\$2.00	\$2.00	Valuation
\$50,001 - 75,000	101-000-2182	\$3.00	\$3.00	\$3.00	Valuation
\$75,001 - 100,000	101-000-2182	\$4.00	\$4.00	\$4.00	Valuation
Every \$25,000 or fraction thereof above \$100,000	101-000-2182	\$1.00	\$1.00	\$1.00	Valuation

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
4 Storm Drainage					
Multi-Family	152-450-4501	\$317.00	\$338.00	\$338.00	Per dwelling unit
Mobile Home	152-450-4501	\$0.00	\$0.00	\$0.00	Per dwelling unit
Office	152-450-4501	\$677.00	\$721.00	\$721.00	Per 1,000 square feet
Commercial/Retail	152-450-4501	\$489.00	\$521.00	\$521.00	Per 1,000 square feet
Lodging	152-450-4501	\$0.00	\$0.00	\$0.00	Per room
Industrial	152-450-4501	\$338.00	\$360.00	\$360.00	Per 1,000 square feet
5 Capital Outlay					
Multi-Family	301-101-4503	\$949.00	\$1,011.00	\$1,011.00	Per dwelling unit
Mobile Home	301-101-4503	\$720.00	\$767.00	\$767.00	Per dwelling unit
Office	301-101-4503	\$363.00	\$387.00	\$387.00	Per 1,000 square feet
Commercial/Retail	301-101-4503	\$199.00	\$212.00	\$212.00	Per 1,000 square feet
Lodging	301-101-4503	\$25.00	\$27.00	\$27.00	Per room
Industrial	301-101-4503	\$181.00	\$193.00	\$193.00	Per 1,000 square feet
6 Traffic Mitigation					
Multi-Family	112-510-4502	\$4,045.00	\$4,308.00	\$4,308.00	Per dwelling unit
Mobile Home	112-510-4502	\$3,828.00	\$4,077.00	\$4,077.00	Per dwelling unit
Office	112-510-4502	\$4,650.00	\$4,952.00	\$4,952.00	Per 1,000 square feet
Commercial/Retail	112-510-4502	\$7,791.00	\$8,297.00	\$8,297.00	Per 1,000 square feet
Lodging	112-510-4502	\$2,486.00	\$2,648.00	\$2,648.00	Per room
Industrial	112-510-4502	\$3,780.00	\$4,026.00	\$4,026.00	Per 1,000 Square Feet
7 Park Facility Fee					
Multi-Family	125-530-4504	\$6,978.00	\$7,432.00	\$7,432.00	Per dwelling unit
Mobile Home	125-530-4504	\$5,303.00	\$5,648.00	\$5,648.00	Per dwelling unit
3 Development Fees - Residential Subdivision Fees Only					
Park Dedication	N/A	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code	
<i>^(1) Fees were increased by the CPR-W rate of 6.5% in FY 22-23 due to the anomalous cost increases in Engineering News Record - Construction Cost Index in 2021-22.</i>					
* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates					
** Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)					
*** Single Family Residential Equivalent. See Chapter 13.38.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.					
V. PLANNING ⁽⁸⁾⁽⁹⁾					
0 Planning Hourly Rate		\$241.00	\$248.00	\$255.00	Per hour
1 Pre-Entitlement Processing					
1 Pre-Application Review	101-000-2302	\$1,738.00	\$1,738.00	\$1,738.00	Deposit
2 Pre-Application Commercial Cannabis Business	101-000-2302	\$1,581.00	\$1,581.00	\$1,581.00	Deposit
3 Measure 'D'					
Accessory Dwelling Unit (consistent with City Ordinance and State Law)	101-710-4443 ACT456	\$610.00	\$650.00	\$669.00	Flat fee
Single Allocation	101-710-4443 ACT456	\$610.00	\$650.00	\$669.00	Flat fee
Phasing Agreement	101-000-2302	\$2,301.00	\$2,301.00	\$2,301.00	Deposit
2 Coastal Development Permit Processing					
1 Coastal Development Permit Exemption	101-000-2302	\$505.00	\$505.00	\$505.00	Deposit
2 Single Family Residential					
<= 3,000 square feet	101-000-2302	\$2,519.00	\$2,519.00	\$2,519.00	Deposit
> 3,000 square feet	101-000-2302	\$3,238.00	\$3,238.00	\$3,238.00	Deposit
3 Accessory Dwelling Unit - New Development	101-710-4443	\$605.00	\$644.00	\$663.00	Flat fee
4 Multiple Family Residential					
>= Four dwelling units	101-000-2302	\$3,718.00	\$3,718.00	\$3,718.00	Deposit
< Four dwelling units	101-000-2302	\$6,232.00	\$6,232.00	\$6,232.00	Deposit
5 Commercial / Mixed Use					
<= 10,000 square feet	101-000-2302	\$3,718.00	\$3,718.00	\$3,718.00	Deposit
> 10,000 square feet	101-000-2302	\$6,232.00	\$6,232.00	\$6,232.00	Deposit
6 Industrial / Institutional					
<= 20,000 square feet	101-000-2302	\$3,718.00	\$3,718.00	\$3,718.00	Deposit
> 20,000 square feet	101-000-2302	\$6,232.00	\$6,232.00	\$6,232.00	Deposit
7 Other Development					
Community Development Director	101-000-2302	\$2,758.00	\$2,758.00	\$2,758.00	Deposit
Planning Commission	101-000-2302	\$3,538.00	\$3,538.00	\$3,538.00	Deposit

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
8 Amendments					
Minor Amendment	101-710-4443	\$468.00	\$498.00	\$512.00	Flat fee
Major Amendments	101-000-2302	\$2,758.00	\$2,758.00	\$2,758.00	Deposit
3 Environmental Clearance Processing					
1 CEQA/NEPA Environmental Clearance					
Negative Declaration	101-000-2302	\$5,037.00	\$5,037.00	\$5,037.00	Deposit
EIR	101-000-2302	\$11,335.00	\$11,335.00	\$11,335.00	Deposit
2 Notice of Exemption	101-710-4443	\$241.00	\$257.00	\$264.00	Flat fee
4 Design Review Processing					
1 Architectural, Landscape, and Site Plan Review	101-000-2302	\$749.00	\$749.00	\$749.00	Deposit
5 Entitlement Processing					
1 Home Occupation	101-710-4443	\$120.00	\$128.00	\$131.00	Flat fee
2 Commercial Cannabis Business License	101-000-2302	\$5,604.00	\$5,604.00	\$5,604.00	Deposit
3 Use Permit	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
4 Variance / Exception Planning Commission	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
5 Exception and Community Development Director	101-000-2302	\$502.00	\$502.00	\$502.00	Deposit
6 Zoning, LCP, and GP Amendments					
LCP/GP	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
IP/Rezoning	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
Planned Unit Development Specific Plan Amendment	101-000-2302	\$8,816.00	\$8,816.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan	101-000-2302	\$8,816.00	\$8,816.00	\$8,816.00	Deposit
Planned Unit Development Precise Plan Amendment	101-000-2302	\$4,558.00	\$4,558.00	\$4,558.00	Deposit
Annexation/Prezoning	101-000-2302	\$17,693.00	\$17,693.00	\$17,693.00	Deposit
6 Appeals					
Filing Fee - Outside CCC Appeals Jurisdiction	101-710-4443	<i>Half the original fee if applicable. No</i> \$241.00	\$257.00	\$264.00	Flat fee
Filing Fee - Within CCC Appeals Jurisdiction			\$0.00	\$0.00	No fee
Processing Fee - Paid by developer	101-000-2302	\$3,777.00	\$3,777.00	\$3,777.00	Deposit
7 Land Division and Merger					
Certificate of Compliance	101-000-2302	\$2,278.00	\$2,278.00	\$2,278.00	Deposit
Lot Merger	101-000-2302	\$1,006.00	\$1,006.00	\$1,006.00	Deposit
Lot Line Adjustment	101-000-2302	\$2,278.00	\$2,278.00	\$2,278.00	Deposit
Parcel Map (four or fewer lots)	101-000-2302	\$4,558.00	\$4,558.00	\$4,558.00	Deposit
Tentative Subdivision Map	101-000-2302	\$12,596.00	\$12,596.00	\$12,596.00	Deposit
Subdivision Agreement	101-000-2302	\$5,037.00	\$5,037.00	\$5,037.00	Deposit
Time Extension	101-000-2302	\$2,278.00	\$2,278.00	\$2,278.00	Deposit
8 Sign Permit					
Community Development Director Review	101-710-4443	\$184.00	\$196.00	\$201.00	Flat fee
Planning Commission Review	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
Exceptions Planning Commission Review	101-000-2302	\$1,139.00	\$1,139.00	\$1,139.00	Deposit
9 Other Services					
Zoning Compliance Letter	101-710-4443	\$241.00	\$257.00	\$264.00	Flat fee
Public Convenience & Necessity Letter	101-710-4443	\$241.00	\$257.00	\$264.00	Flat fee
Water Transfer Letter	101-710-4443	\$241.00	\$257.00	\$264.00	Flat fee
Parklets			\$500.00	\$515.00	Flat fee
Sidewalks			\$500.00	\$515.00	Flat fee
Combination Projects			\$600.00	\$618.00	Flat fee
10 Tree Removal Review					
Up to 5 trees	101-710-4443	\$306.00	\$326.00	\$335.00	Flat Fee
More than 5 trees	101-000-2302	\$529.00	\$529.00	\$529.00	Deposit
11 Mobile Food Vendor Permit	101-710-4443	\$241.00	\$257.00	\$264.00	Flat fee
12 Sound Amplification Permit	101-710-4442	\$241.00	\$257.00	\$264.00	Flat fee

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
13 Fees Required by other Agencies^[8]					
1 California Department of Fish and Wildlife		Fee required to review various Annexation fees vary by acreage	Fee required to review various Annexation fees vary by acreage	Fee required to review various Annexation fees vary by acreage	Per agency schedule
2 Local Agency Formation Commission (LAFCo)					Per agency schedule
3 San Mateo County Recorder		Fee required to record and/or post various documents	Fee required to record and/or post various documents	Fee required to record and/or post various documents	Per agency schedule
14 Short-Term Vacation Rental (STR) Registration					
Initial Registration				\$792.00	Flat Fee (if more than 2 inspections are required, building hourly rate flat fee (renewal available only for STRs in good standing.))
Annual Registration Renewal				\$264.00	
^[8] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials					
^[9] Fees charged by these agencies are in addition to fees charged by the City					
VI. ADMINISTRATIVE CITATION PENALTIES					
1 Violations of Municipal Code other than building or safety provisions					
1 First Violation	101-101-4441	\$100.00	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$500.00	\$1,000.00	Each
2 Violations of building or safety provisions of the Municipal Code					
1 First Violation	101-101-4441	\$100.00	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	\$1,000.00	Each
VII. PARKS AND RECREATION					
1 Violations of Municipal Code other than building or safety provisions					
1 First Violation	101-101-4441	\$100.00	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$200.00	\$200.00	\$200.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$500.00	\$500.00	\$500.00	Each
2 Violations of building or safety provisions of the Municipal Code					
1 First Violation	101-101-4441	\$100.00	\$100.00	\$100.00	Each
2 Second Violation within one calendar year	101-101-4441	\$500.00	\$500.00	\$500.00	Each
3 Third or subsequent violations within one calendar year	101-101-4441	\$1,000.00	\$1,000.00	\$1,000.00	Each
3 Facility Rental fees					
1 General Public Fees					
Grand Oak Room					
Week Day Rate (9am - 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$125.00	\$125.00	\$125.00	Per Hour
Security Deposit		\$500.00	\$500.00	\$500.00	Deposit
Oak Room					
Week Day Rate (9am - 5pm)		\$40.00	\$40.00	\$40.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$100.00	\$100.00	\$100.00	Per Hour
Security Deposit		\$300.00	\$300.00	\$300.00	Deposit
Manzanita Room					
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$200.00	\$200.00	Deposit
Tree Rooms					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Day Rooms					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Sun Room					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (Kitchen Only)					
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Security Deposit		\$500.00	\$500.00	\$500.00	Deposit
Ted Adcock Kitchen (with Room Rental)					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Train Depot					
Week Day Rate (9am - 5pm)		\$30.00	\$30.00	\$30.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per hour
Security Deposit		\$100.00	\$500.00	\$500.00	Deposit
Smith Field #3					
No Lights		\$20.00	\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	\$55.00	Per hour
Library Community Room (Full Room)					
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$60.00	\$60.00	\$60.00	Per Hour
Security Deposit		\$200.00	\$500.00	\$500.00	Deposit
Library Community Room (Room A)					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Security Deposit		\$200.00	\$200.00	\$200.00	Deposit
Library Community Room (Room B)					
Week Day Rate (9am - 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$35.00	\$35.00	\$35.00	Per hour
Security Deposit		\$200.00	\$300.00	\$300.00	Deposit
2 Non-Profit/Government Fees					
Grand Oak Room					
Week Day Rate (9am - 5pm)		\$25.00	\$25.00	\$25.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$50.00	\$50.00	\$50.00	Per Hour
Security Deposit		\$300.00	\$300.00	\$300.00	Deposit
Oak Room					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Security Deposit		\$200.00	\$200.00	\$200.00	Deposit
Manzanita Room					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Tree Rooms					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Day Rooms					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Sun Room					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services					
Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)					
SERVICES	CODING	PREVIOUS FY 21-22	FY 22-23	FY 23-24	UNIT / TYPE
		AMOUNT	AMOUNT	AMOUNT	
Ted Adcock Kitchen (Kitchen Only)					
Week Day Rate (9am - 5pm)		\$15.00	\$15.00	\$15.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$30.00	\$30.00	\$30.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Ted Adcock Kitchen (with Room Rental)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Train Depot					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Smith Field #3					
No Lights		\$20.00	\$20.00	\$20.00	Per hour
W/ Lights		\$55.00	\$55.00	\$55.00	Per hour
Library Community Room (Full Room)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Library Community Room (Room A)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per Hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
Library Community Room (Room B)					
Week Day Rate (9am - 5pm)		\$10.00	\$10.00	\$10.00	Per Hour
Weekend/WeekDay Rate (after 5pm)		\$20.00	\$20.00	\$20.00	Per hour
Security Deposit		\$100.00	\$100.00	\$100.00	Deposit
3 Staff Fees					
Building Attendant		\$25.00	\$25.00	\$25.00	Per Hour
VIII. PUBLIC SAFETY					
1 Duplication					
1 Public Safety Reports	101-310-4411	\$10.00	\$10.00	\$10.00	Each
2 Photo Reproduction	101-310-4411	\$20.00	\$20.00	\$20.00	Each
3 Audio Tape/CD Reproduction	101-310-4411	\$20.00	\$20.00	\$20.00	Per tape / CD cisc
4 Audio Tape Reproduction	101-310-4411	\$20.00	\$20.00	\$20.00	Per tape / CD cisc
2 Licensing					
1 Bingo Establishment Processing (Chapter 3.94)					
Bingo Establishment	101-310-4203	\$134.00	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
2 Fortune Telling (Chapter 3.95)					
New Business	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
New Tech.	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Renewal Tech	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
3 Massage Establishments (Chapter 3.88)					
New Business	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
Transfer	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Reinstatement - "grandfather" existing practitioners prior to Jan 1, 2015	101-310-4203	\$286.00	\$286.00	\$286.00	Each
New Tech.	101-310-4203	\$0.00	\$0.00	\$0.00	No fee
Renewal (Tech)	101-310-4203	\$0.00	\$0.00	\$0.00	No fee
Reinstatement (Tech)	101-310-4203	\$0.00	\$0.00	\$0.00	No fee
4 Secondhand Dealers					
New Dealers	101-310-4203	\$134.00	\$134.00	\$134.00	Each
Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year
5 Solicitor / Peddler					
New Applicant	101-310-4203	\$668.00	\$668.00	\$668.00	Each
Annual Renewal	101-310-4203	\$134.00	\$134.00	\$134.00	Each per year

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services
 Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22		FY 22-23		FY 23-24		UNIT / TYPE
		AMOUNT		AMOUNT		AMOUNT		
3 Miscellaneous Fees								
1 Public Safety Service Fees								
2 Vehicle Release	101-310-4203	\$95.00		\$95.00		\$95.00		Per vehicle
Repossession Release	101-310-4203	\$15.00		\$15.00		\$15.00		Per vehicle
3 Clearance/Special Letters	101-310-4203	\$42.00		\$42.00		\$42.00		Each
4 Illegal Sign Confiscation	101-310-4203	\$173.00		\$173.00		\$173.00		Per incidence
5 Illegal Fireworks Confiscation	101-310-4203	\$173.00		\$173.00		\$173.00		Per citation
4 Parking Fees								
1 Temporary Offstreet Parking	101-310-4203	\$21.00		\$21.00		\$21.00		Per vehicle per year
5 Citation Fee Schedule^A								
1. Municipal Code		FEE	DELINQUENT FEE	FEE	DELINQUENT FEE	FEE	DELINQUENT FEE	
3.92.030 Solicitors License Required	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
9.11.010 Skateboard Park Use: Pads/Helment	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
9.12.040 Consume Alcohol In Public Right Of Way	101-310-4301 ACT90							Each
9.12.050 Alcoholic Beverages-Public Parks	101-310-4301 ACT90							Each
9.12.070 Prohibit Fires City Beaches	101-310-4301 ACT90							Each
9.12.080 Prohibit Fires City Parks	101-310-4301 ACT90							Each
9.12.090 Prohibit Glass Containers City Parks And Beaches	101-310-4301 ACT90							Each
9.13.030 Park Hours-Closed Sunset to Sunrise	101-310-4301 ACT90							Each
9.13.050 Unlawful Activities (Designated)	101-310-4301 ACT90							Each
9.14.010(b) Fireworks manf/sale/possession	101-310-4301 ACT90	\$107.00	\$47.00	\$107.00	\$47.00	\$107.00	\$47.00	Each
9.24.020 Sleep in Vehicle 2200/0600	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
9.48.020 Discharge Firearm (City)	101-310-4301 ACT90	\$100.00	\$47.00	\$100.00	\$47.00	\$100.00	\$47.00	Each
9.48.060 Sale To Minor/gas weapon	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.08.020 Direct Traffic Unauthorized Person	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.08.030 Traffic Direction	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.08.060 Removing Chalk Marks	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.12.030 Obedience To Signs	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.16.040 U-turns To Enter Parking Spaces	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.020 Clinging To Motor Vehicle	101-310-4301 ACT90	\$50.00	\$44.00	\$50.00	\$44.00	\$50.00	\$44.00	Each
10.28.040 Riding/Driving Sidewalk (Vehicle/Horse)	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.050 Drive On New Pavement/Markings	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.28.060 Limited Access	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.28.080 Obey Barriers And Signs	101-310-4301 ACT90	\$25.00	\$44.00	\$25.00	\$44.00	\$25.00	\$44.00	Each
10.36.110 Wheels Not Curbed	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.010 No Parking, Stopping, Standing	101-310-4301 ACT90	\$45.00	\$47.00	\$45.00	\$47.00	\$45.00	\$47.00	Each
10.36.010(B) Poplar Beach/Time Limit Parking	101-310-4301 ACT90	\$40.00	\$44.00	\$40.00	\$44.00	\$40.00	\$44.00	Each
10.36.030 Parking Restricted	101-310-4301 ACT90	\$45.00	\$47.00	\$45.00	\$47.00	\$45.00	\$47.00	Each
10.36.040 No Parking Zone (Permits)	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.050 Parked Over 72 Hours	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.060 Advertising For Sale On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	#	\$46.00	\$46.00	Each
10.36.070 Repair Vehicle On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.080 Washing Vehicle On Street	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.090 (B) School Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.100 (A) No Parking Posted	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.100 (B) No Parking-Narrow Street	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.36.120 Peddler Vehicle-No Permit	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.130 Emergency Signs	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	#	\$46.00	\$80.00	Each
10.36.150 Electric Vehicle Parking Only	101-310-4301 ACT90	\$46.00	\$47.00	\$46.00	\$47.00	\$46.00	\$47.00	Each
10.36.160 Electric Over Two Hours	101-310-4301 ACT90	\$40.00	\$47.00	\$40.00	\$47.00	\$40.00	\$47.00	Each
10.37.020 Oversize Vehicle 0200-0500	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$47.00	\$80.00	\$47.00	Each
10.37.030 Non-Motorized Vehicle Unhook	101-310-4301 ACT90	\$80.00	\$47.00	\$80.00	\$47.00	\$80.00	\$47.00	Each
10.40.010 15 Min Zone (Green Curb)	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.020 2 Hour Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.030 Parking On-One-Way Streets	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.040 (A) Diagonal Parking Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.040 (B) Front Tire 6 Inches From Curb	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.050 Use More Than One Space	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services
 Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22		FY 22-23		FY 23-24		UNIT / TYPE	
		AMOUNT		AMOUNT		AMOUNT			
10.40.060	No Stopping Zone	101-310-4301 ACT90	\$49.00	\$47.00	\$49.00	\$47.00	\$49.00	\$47.00	Each
10.40.070	12 Hour Parking-When Posted	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.080	Move Vehicle - Avoid Time Limit	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.090	Store Vehicle On Street	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.100	Repeat Violations	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.40.110	Extended Parking Permits	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.020	Curb Marked (Red/White/Green)	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.44.030	No Truck/Trailer	101-310-4301 ACT90	\$71.00	\$44.00	\$71.00	\$44.00	\$71.00	\$44.00	Each
10.44.040	Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.050	Passenger Loading Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.060	No Parking In Alley	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.44.070	Bus Zone	101-310-4301 ACT90	\$46.00	\$44.00	\$46.00	\$44.00	\$46.00	\$44.00	Each
10.48.030	Vehicle Off Road	101-310-4301 ACT90	\$71.00	\$44.00	\$71.00	\$44.00	\$71.00	\$44.00	Each
10.50.010	No Parking After Dusk Mirada/Redondo/Poplar	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
10.50.020	No Parking After Dusk Wavcrest	101-310-4301 ACT90	\$74.00	\$44.00	\$74.00	\$44.00	\$74.00	\$44.00	Each
12.08.040	Dumping On Street/Alley/Gutter	101-310-4301 ACT90	\$286.00	\$44.00	\$286.00	\$44.00	\$286.00	\$44.00	Each
12.12.030	Dumping	101-310-4301 ACT90	\$124.00	\$44.00	\$124.00	\$44.00	\$124.00	\$44.00	Each
2. California Vehicle Code **			FEE	DELINQUENT FEE	FEE	DELINQUENT FEE	FEE	DELINQUENT FEE	
21113 (A)	Parked On Public Ground	101-310-4301 ACT90	\$43.00	\$42.00	\$43.00	\$42.00	\$43.00	\$42.00	Each
22500.1	Parking Prohibited	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (A)	Parking In Intersection	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (B)	Parking On Crosswalk	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (C)	Parking In Safety Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (D)	Within 15' Fire Station Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (E)	Parking In Driveway	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (F)	Parking On Sidewalk	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (G)	Obstruct Traffic @ Excavation	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (H)	Double Parking	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (I)	Parking In Bus Zone	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (J)	Parking In Tunnel	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (K)	Parking On Bridge	101-310-4301 ACT90	\$38.00	\$42.00	\$38.00	\$42.00	\$38.00	\$42.00	Each
22500 (L)	Blocking Wheelchair Access	101-310-4301 ACT90	\$333.00	\$42.00	\$333.00	\$42.00	\$333.00	\$42.00	Each
22502 (A)	Over 18" From Curb	101-310-4301 ACT90	\$33.00	\$42.00	\$33.00	\$42.00	\$33.00	\$42.00	Each
22502 (E)	Curb Parking/One-Way Street	101-310-4301 ACT90	\$30.00	\$42.00	\$30.00	\$42.00	\$30.00	\$42.00	Each
22504 (A)	Unincorporated Area Parking	101-310-4301 ACT90	\$43.00	\$42.00	\$43.00	\$42.00	\$43.00	\$42.00	Each
22505 (B)	No Parking - State Hwy	101-310-4301 ACT90	\$48.00	\$42.00	\$48.00	\$42.00	\$48.00	\$42.00	Each
22507.8 (A)	Handicapped Space Without Placard	101-310-4301 ACT90	\$333.00	\$42.00	\$333.00	\$42.00	\$333.00	\$42.00	Each
22507.8 (B)	Blocking Handicapped Space	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	\$333.00	\$333.00	Each
22507.8 (C)	Hashmarks Handicap Zone	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	\$333.00	\$333.00	Each
22514	Fire Hydrants - Within 15 Feet	101-310-4301 ACT90	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	Each
22515	Unattended Vehicle - Engine Running	101-310-4301 ACT90	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	Each
22519	Posted For Patrons Only	101-310-4301 ACT90	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	Each
22522	Block Sidewalk Ramp	101-310-4301 ACT90	\$333.00	\$333.00	\$333.00	\$333.00	\$333.00	\$333.00	Each
22523 (A)	Abandon Vehicle On Highway	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	Each
22523 A/B	Abandoned Vehicle	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	Each
22523 (B)	Abandon Vehicle - Private Property	101-310-4301 ACT90	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	Each
22526 (A)	Blocking Intersection	101-310-4301 ACT90	\$53.00	\$53.00	\$53.00	\$53.00	\$53.00	\$53.00	Each
22951	Park Lot - Street & Alley	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each
22952 (A)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Each
22952 (B)	Park Lot-Tow/Removal	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Each
23333	Stop/Park On Bridge	101-310-4301 ACT90	\$43.00	\$43.00	\$43.00	\$43.00	\$43.00	\$43.00	Each
23336	Violate Posted Signs	101-310-4301 ACT90	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Each
28071	Bumper Required-Fine Or P/C	101-310-4301 ACT90	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each
4000 (A)	Unregistered Vehicle	101-310-4301 ACT90	\$53.00	\$53.00	\$53.00	\$53.00	\$53.00	\$53.00	Each
4462 (B)	Registration On Wrong Vehicle	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each
4464	Altered License Plate	101-310-4301 ACT90	\$30.00	\$42.00	\$30.00	\$42.00	\$30.00	\$42.00	Each
5200	Lic Plate Missing - Fine Or P/C	101-310-4301 ACT90	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	Each
5201	Plate Positioning - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year - (excluding Development Impact Fees and Public Safety)

SERVICES	CODING	PREVIOUS FY 21-22		FY 22-23		FY 23-24		UNIT / TYPE
		AMOUNT		AMOUNT		AMOUNT		
5202 Period Of Display - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each
5204 (A) Tags Attach Wrong - Fine Or P/C	101-310-4301 ACT90	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each
6 D.U.I. Cost Recovery Arrest with Traffic Collision & Transportation	101-310-4303	\$731.00		\$749.00		\$749.00		Each

Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

*** California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose*

IX. REFUND POLICY

Any request for Fee refunds shall be submitted in writing to the appropriate Department's Director within 90 days from the date of submittal. The grounds for requesting a refund shall be detailed in the written request. However, once the City has commenced work on an applicable service for which a fee is charged, no refunds are allowed. The Department's Director shall determine if a fee is refundable based on this criterion. Any refund will be net a processing fee equivalent to 0.5 hours of the Building Hourly Rate and any other incidentals that may be incurred. The party requesting the refund shall be informed in writing of the decision of the Department's Director within ten (10) working days of receiving the written refund request. The requesting party may appeal the determination of the Department's Director to the City Manager, within ten (10) days of mailing notice to the requesting party. The City Manager's decision of the appeal review will be the final action taken by the City.



Statistics

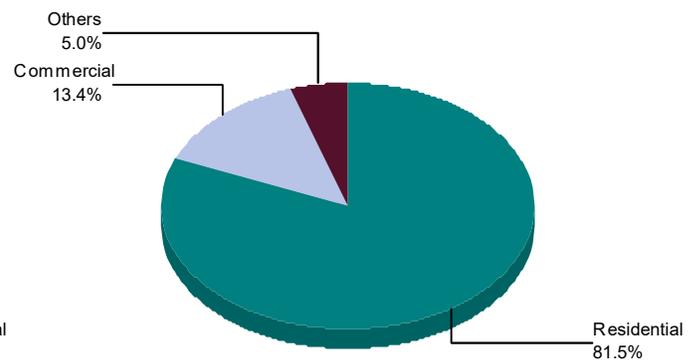
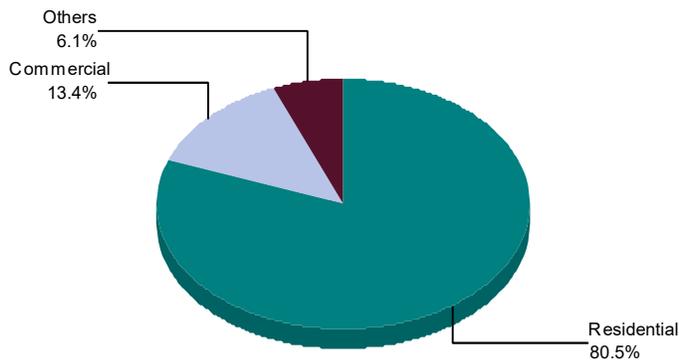
THE CITY OF HALF MOON BAY 2021/22 USE CATEGORY SUMMARY

BASIC PROPERTY VALUE TABLE

Category	Parcels	Assessed Value	Net Taxable Value
Residential	3,830	\$2,940,648,613 (80.5%)	\$2,887,213,237 (81.5%)
Commercial	215	\$489,098,679 (13.4%)	\$476,165,638 (13.4%)
Industrial	15	\$9,740,069 (0.3%)	\$9,740,069 (0.3%)
Agricultural	41	\$31,217,002 (0.9%)	\$15,866,702 (0.4%)
Govt. Owned	98	\$80,826 (0.0%)	\$0 (0.0%)
Institutional	21	\$19,774,225 (0.5%)	\$1,938,117 (0.1%)
Miscellaneous	12	\$13,822,133 (0.4%)	\$13,822,133 (0.4%)
Recreational	24	\$32,224,993 (0.9%)	\$31,885,243 (0.9%)
Vacant	1,914	\$70,780,433 (1.9%)	\$58,863,627 (1.7%)
Unsecured	[244]	\$46,672,335 (1.3%)	\$45,896,134 (1.3%)
TOTALS	6,170	\$3,654,059,308	\$3,541,390,900

ASSESSED VALUE

NET TAXABLE VALUE

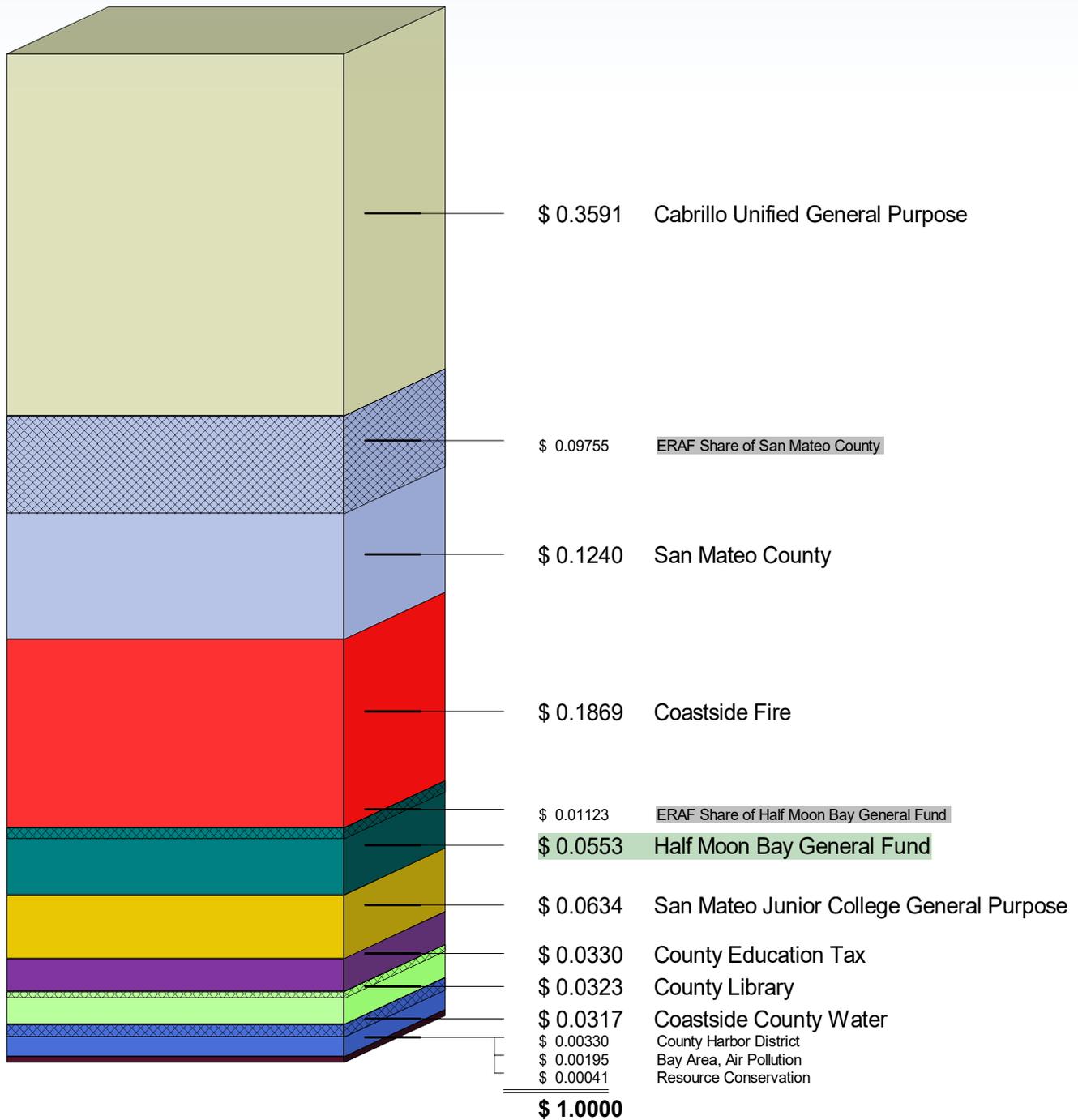


Data Source: San Mateo County Assessor 2021/22 Combined Tax Rolls

Prepared On 8/19/2022 By MV

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THE CITY OF HALF MOON BAY PROPERTY TAX DOLLAR BREAKDOWN



ATI (Annual Tax Increment) Ratios for Tax Rate Area 017-005, Excluding Redevelopment Factors & Additional Debt Service

Data Source: San Mateo County Assessor 2021/22 Annual Tax Increment Tables

Prepared On 8/19/2022 By MV

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THE CITY OF HALF MOON BAY

2021/22 ROLL SUMMARY

Taxable Property Values

	Secured	Nonunitary Utilities	Unsecured
Parcels	6,170	0	244
TRAs	8	0	7
Values			
Land	1,714,849,135	0	112,535
Improvements	1,874,486,911	0	3,695,582
Personal Property	15,940,407	0	32,766,832
Fixtures	2,110,520	0	10,097,386
Aircraft	0	0	0
Total Value	\$3,607,386,973	\$0	\$46,672,335
Exemptions			
Real Estate	111,174,492	0	310,302
Personal Property	694,655	0	312,960
Fixtures	23,060	0	152,939
Aircraft	0	0	0
Homeowners*	15,794,800	0	7,000
Total Exemptions*	\$111,892,207	\$0	\$776,201
Total Net Value	\$3,495,494,766	\$0	\$45,896,134

Combined Values	Total
Total Values	\$3,654,059,308
Total Exemptions	\$112,668,408
Net Total Values	\$3,541,390,900
Net Aircraft Values	\$0

* Note: Homeowner Exemptions are not included in Total Exemptions

Totals do not Include Aircraft Values or Exemptions

Data Source: San Mateo County Assessor 2021/22 Combined Tax Rolls
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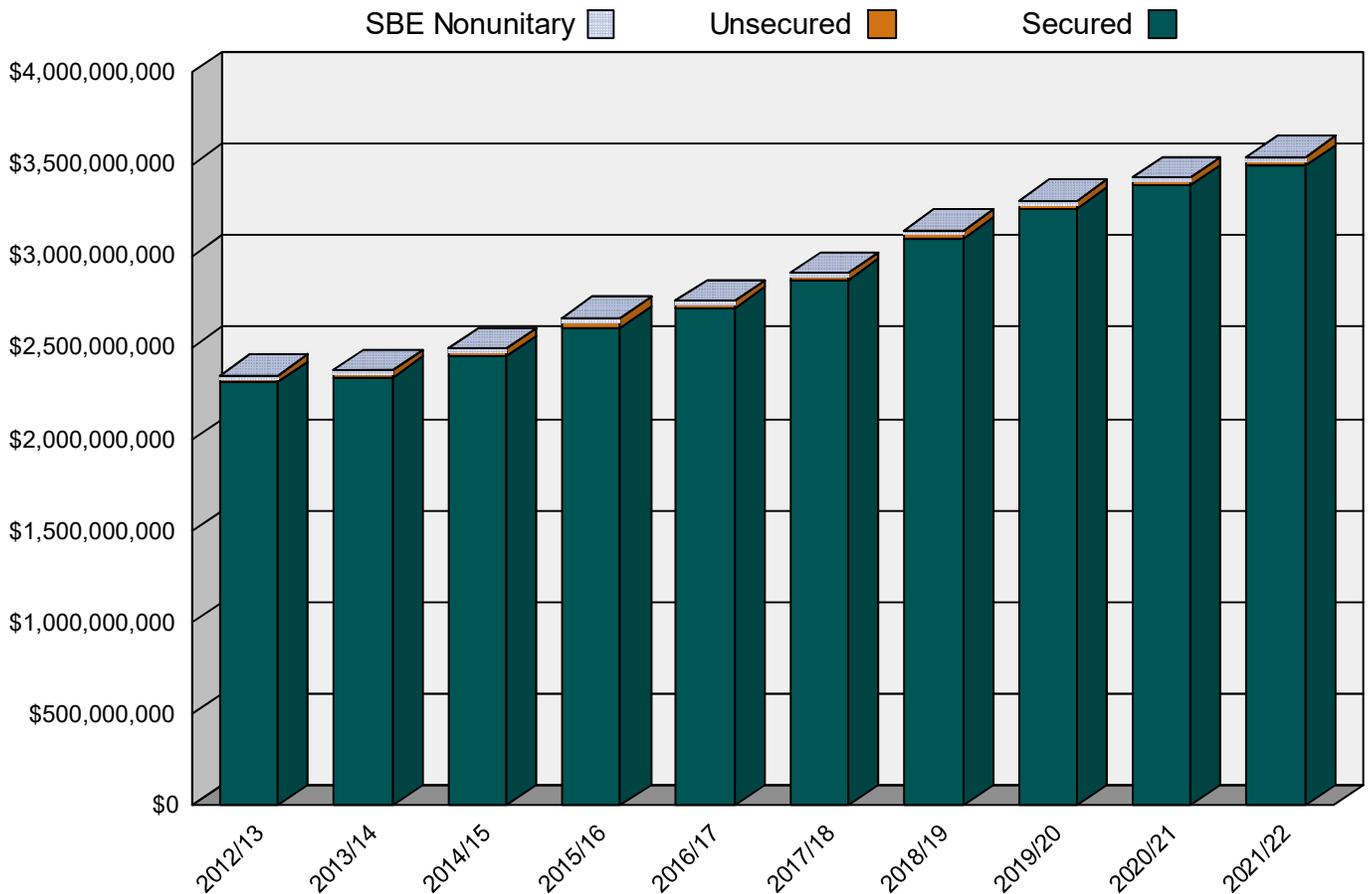
Prepared On 8/19/2022 By MV

THE CITY OF HALF MOON BAY

NET TAXABLE ASSESSED VALUE HISTORY

2012/13 - 2021/22 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2012/13	\$2,310,590,314	\$37,048,774	\$0	2,347,639,088	
2013/14	\$2,336,930,963	\$40,818,124	\$0	2,377,749,087	1.28%
2014/15	\$2,454,848,902	\$42,658,908	\$0	2,497,507,810	5.04%
2015/16	\$2,609,284,214	\$53,103,728	\$0	2,662,387,942	6.60%
2016/17	\$2,716,280,909	\$39,462,822	\$0	2,755,743,731	3.51%
2017/18	\$2,868,900,977	\$40,418,385	\$0	2,909,319,362	5.57%
2018/19	\$3,095,123,190	\$44,156,277	\$0	3,139,279,467	7.90%
2019/20	\$3,261,227,148	\$40,695,317	\$0	3,301,922,465	5.18%
2020/21	\$3,386,815,056	\$39,825,394	\$0	3,426,640,450	3.78%
2021/22	\$3,495,494,766	\$45,896,134	\$0	3,541,390,900	3.35%
Average % Change					5.06%



* Net AV changes less than two percent are in purple font. Negative Net AV percent changes are in red.

Data Source: San Mateo County Assessor 0/ - 2021/22 Combined Tax Rolls

Prepared On 8/19/2022 By MV

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THE CITY OF HALF MOON BAY

ASSESSED VALUE OF TAXABLE PROPERTY

2012/13 - 2021/22 Taxable Property Values

Category	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Residential	1,847,817,296	1,871,838,949	1,986,554,631	2,128,750,156	2,238,878,627	2,365,335,848	2,496,961,916	2,652,141,529	2,769,600,677	2,887,213,237
Commercial	333,127,837	344,198,890	346,707,418	356,041,843	363,813,823	372,002,147	457,418,903	467,790,599	476,253,451	476,165,638
Industrial	6,016,889	6,133,649	6,172,772	6,292,015	6,801,114	7,185,938	8,419,613	9,374,259	9,561,139	9,740,069
Agricultural							17,322,251	16,208,520	15,605,023	15,866,702
Dry Farm	11,427,110	3,720,127	3,496,499	3,786,377	4,241,537	4,358,514				
Govt. Owned							0	0	0	0
Institutional	265,484	293,694	272,021	277,456	281,685	309,882	315,819	298,922	1,689,318	1,938,117
Irrigated	4,368,007	3,423,600	4,862,761	5,333,856	4,324,786	4,411,271				
Miscellaneous	20,894,204	12,075,286	22,681,808	23,460,537	14,211,644	17,677,501	16,786,985	15,398,633	16,274,069	13,822,133
Recreational	38,043,156	38,699,751	38,874,879	39,568,823	40,290,547	41,062,725	42,118,338	43,356,325	35,379,201	31,885,243
Vacant	48,630,331	50,679,666	45,226,113	45,773,151	43,437,146	56,557,151	55,779,365	56,658,361	62,452,178	58,863,627
Unsecured	37,048,774	40,818,124	42,658,908	53,103,728	39,462,822	40,418,385	44,156,277	40,695,317	39,825,394	45,896,134
Unknown		5,867,351							0	
TOTALS	2,347,639,088	2,377,749,087	2,497,507,810	2,662,387,942	2,755,743,731	2,909,319,362	3,139,279,467	3,301,922,465	3,426,640,450	3,541,390,900
Total Direct Rate	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821	0.05821	0.05819

Notes:

Exempt values are not included in Total.

In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an "inflation factor" (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

THE CITY OF HALF MOON BAY

2021/22 TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) SHC HALF MOON BAY LLC	2	\$213,221,569	6.10%	1	\$6,000	0.01%	\$213,227,569	6.02%	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS LP	18	\$30,702,183	0.88%				\$30,702,183	0.87%	Recreational Half Moon Bay General Fund
3) HMB MUSICH LLC	3	\$30,484,175	0.87%				\$30,484,175	0.86%	Commercial Half Moon Bay General Fund
4) KEET NERHAN	29	\$20,807,038	0.60%	1	\$18,246	0.04%	\$20,825,284	0.59%	Commercial Half Moon Bay General Fund
5) PROFESSIONAL PENINSULA PROPERTIES LLC	8	\$12,511,578	0.36%				\$12,511,578	0.35%	Commercial Half Moon Bay General Fund
6) ROCKET FARMS INC				1	\$12,277,099	26.75%	\$12,277,099	0.35%	Unsecured Half Moon Bay General Fund
7) HALF MOON BAY LODGE LLC	1	\$10,953,942	0.31%				\$10,953,942	0.31%	Commercial Half Moon Bay General Fund
8) LONGS DRUG STORE INC	1	\$9,110,699	0.26%				\$9,110,699	0.26%	Commercial Half Moon Bay General Fund
9) CASTRO PARTNERS LLC	3	\$8,133,110	0.23%				\$8,133,110	0.23%	Commercial Half Moon Bay General Fund
10) ABOLMOLUKI BAHRAM TRUST	1	\$7,021,549	0.20%				\$7,021,549	0.20%	Commercial Half Moon Bay General Fund
Top Ten Total	66	\$342,945,843	9.81%	3	\$12,301,345	26.80%	\$355,247,188	10.03%	
City Total		\$3,495,494,766			\$45,896,134		\$3,541,390,900		

Top Owners last edited on 8/19/22 by MaheaV using sales through 06/30/22 (Version r.1)

Data Source: San Mateo County Assessor 2021/22 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/19/2022 By MV

THE CITY OF HALF MOON BAY

2012/13 TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) SHC HALF MOON BAY LLC	2	\$137,258,214	5.94%	1	\$4,000	0.01%	\$137,262,214	5.85%	Commercial Half Moon Bay General Fund
2) OCEAN COLONY PARTNERS L P	41	\$42,989,036	1.86%				\$42,989,036	1.83%	Recreational Half Moon Bay General Fund
3) NERHAN KEET	34	\$22,781,631	0.99%	2	\$71,835	0.19%	\$22,853,466	0.97%	Commercial Half Moon Bay General Fund
4) REGENCY CENTERS LP	3	\$14,251,244	0.62%				\$14,251,244	0.61%	Commercial Half Moon Bay General Fund
5) FRANCESCO CARRUBBA	4	\$11,545,378	0.50%				\$11,545,378	0.49%	Commercial Half Moon Bay General Fund
6) IWF HALF MOON BAY LLC	1	\$9,397,374	0.41%				\$9,397,374	0.40%	Commercial Half Moon Bay General Fund
7) COMCAST OF CALIFORNIA COMPANY WA				1	\$9,173,185	24.76%	\$9,173,185	0.39%	Unsecured Half Moon Bay General Fund
8) 2651 NORTH CABRILLO HWY LLC	6	\$9,056,617	0.39%				\$9,056,617	0.39%	Dry Farm Half Moon Bay General Fund
9) LONGS DRUG STORE INC	1	\$8,143,014	0.35%				\$8,143,014	0.35%	Commercial Half Moon Bay General Fund
10) PENINSULA OPEN SPACE TRUST	101	\$5,678,690	0.25%				\$5,678,690	0.24%	Half Moon Bay General Fund
Top Ten Total	193	\$261,101,198	11.30%	4	\$9,249,020	24.96%	\$270,350,218	11.52%	
City Total		\$2,310,590,314			\$37,048,774		\$2,347,639,088		

Top Owners last edited on 7/24/13 by maheav using sales through 06/11/13 (Version r.1)

Data Source: San Mateo County Assessor 2012/13 Combined Tax Rolls and the SBE Non Unitary Tax Roll

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Prepared On 8/19/2022 By MV

THE CITY OF HALF MOON BAY

DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Last 10 Fiscal Years										
Agency	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Basic Levy¹	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cabrillo Unified Bond	0.07220	0.07190	0.07040	0.07260	0.08320	0.07510	0.07110	0.11510	0.08950	0.07670
Mid-Penninsula Regional Open Space	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00160	0.00150	0.00150
San Mateo Community College 2005 Series B	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00350	0.00370	0.00000
San Mateo Junior College	0.01940	0.01940	0.01900	0.02500	0.02470	0.02350	0.01750	0.02310	0.01760	0.00000
San Mateo Junior Comm College	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.02270
Total Direct & Overlapping² Tax Rates	1.09160	1.09130	1.08940	1.09760	1.10790	1.09860	1.08860	1.14330	1.11230	1.10090
City's Share of 1% Levy Per Prop 13³	0.05465	0.05463	0.05525	0.05525	0.05525	0.05525	0.05526	0.05526	0.05526	0.05525
Voter Approved City Debt Rate										
Redevelopment Rate⁴										
Total Direct Rate⁵	0.05453	0.05452	0.05818	0.05818	0.05819	0.05819	0.05821	0.05821	0.05821	0.05819

Notes:

¹In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.

²Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all property owners.

³City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the City. The ERAF portion of the City's Levy has been subtracted where known.

⁴Redevelopment Rate is based on the largest RDA tax rate area and only includes rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values. The approval of ABX1 26 eliminated Redevelopment from the State of California for the fiscal year 2012/13 and years thereafter.

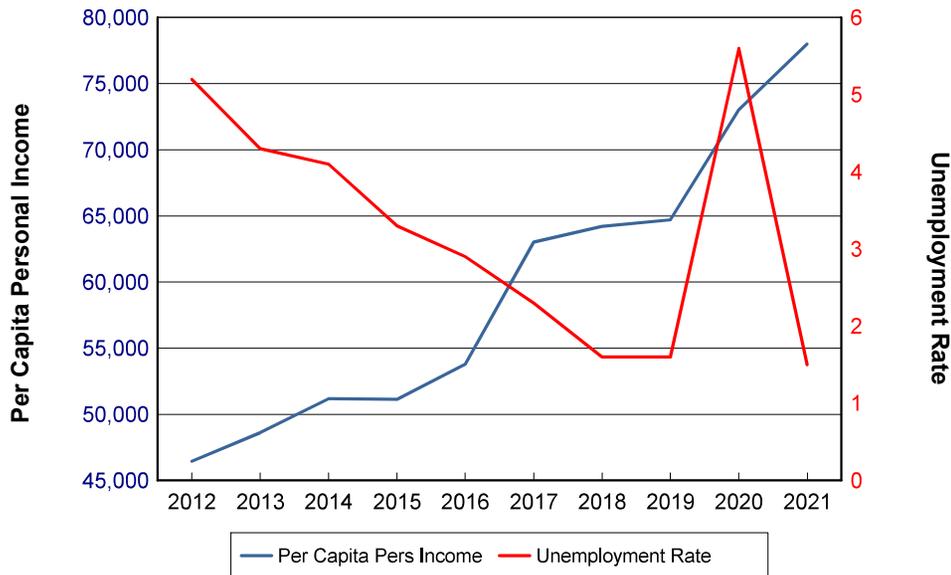
⁵Total Direct Rate is the weighted average of all individual direct rates applied by the City/Agency preparing the statistical section information and excludes revenues derived from aircraft. Beginning in 2013/14 the Total Direct Rate no longer includes revenue generated from the former redevelopment tax rate areas. Challenges to recognized enforceable obligations are assumed to have been resolved during 2012/13. For the purposes of this report, residual revenue is assumed to be distributed to the City/Agency in the same proportions as general fund revenue.

THE CITY OF HALF MOON BAY

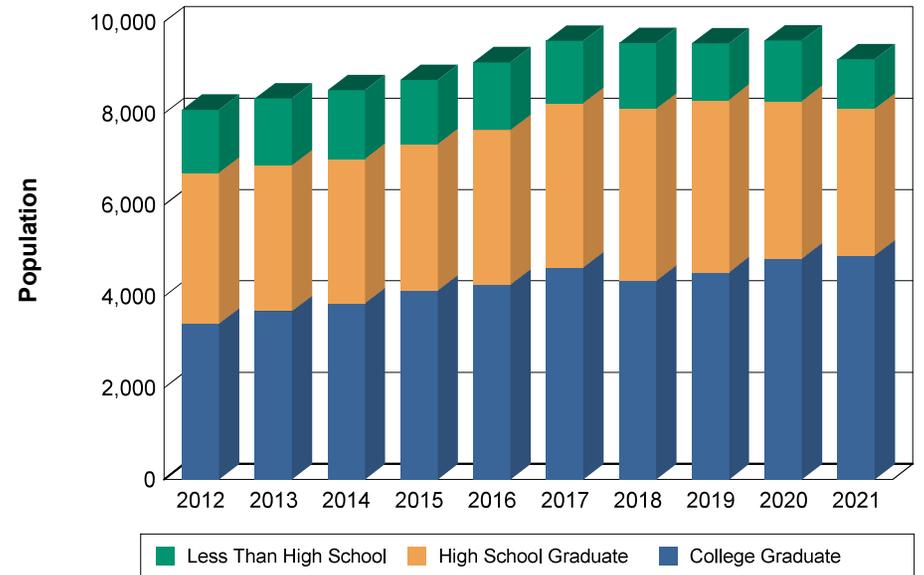
DEMOGRAPHIC AND ECONOMIC STATISTICS

Calendar Year	Population	Personal Income (In Thousands)	Per Capita Personal Income	Unemployment Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2012	11,581	\$537,926	\$46,449	5.2%	42.9	83.0%	42.2%
2013	11,721	\$569,699	\$48,605	4.3%	43.2	82.5%	44.2%
2014	11,727	\$600,059	\$51,169	4.1%	44.8	82.4%	45.3%
2015	12,528	\$640,547	\$51,129	3.3%	44.7	84.0%	47.3%
2016	12,591	\$677,251	\$53,788	2.9%	45.8	83.8%	46.7%
2017	12,639	\$796,455	\$63,015	2.3%	47.1	85.8%	48.3%
2018	12,631	\$810,881	\$64,197	1.6%	47.3	84.9%	45.5%
2019	12,431	\$804,495	\$64,716	1.6%	45.3	87.1%	47.5%
2020	12,309	\$898,800	\$73,019	5.6%	46.8	86.2%	50.3%
2021	11,308	\$881,941	\$77,992	1.5%	47.8	88.3%	53.3%

Personal Income and Unemployment



Education Level Attained for Population 25 and Over



Notes and Data Sources:

Population: California State Department of Finance. Unemployment Data: California Employment Development Department
 2000-2009 Income, Age, and Education Data: ESRI - *Demographic Estimates are based on the last available Census.* Projections are developed by incorporating all of the prior census data released to date. Demographic Data is totaled from Census Block Groups that overlap the City's boundaries
 2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey

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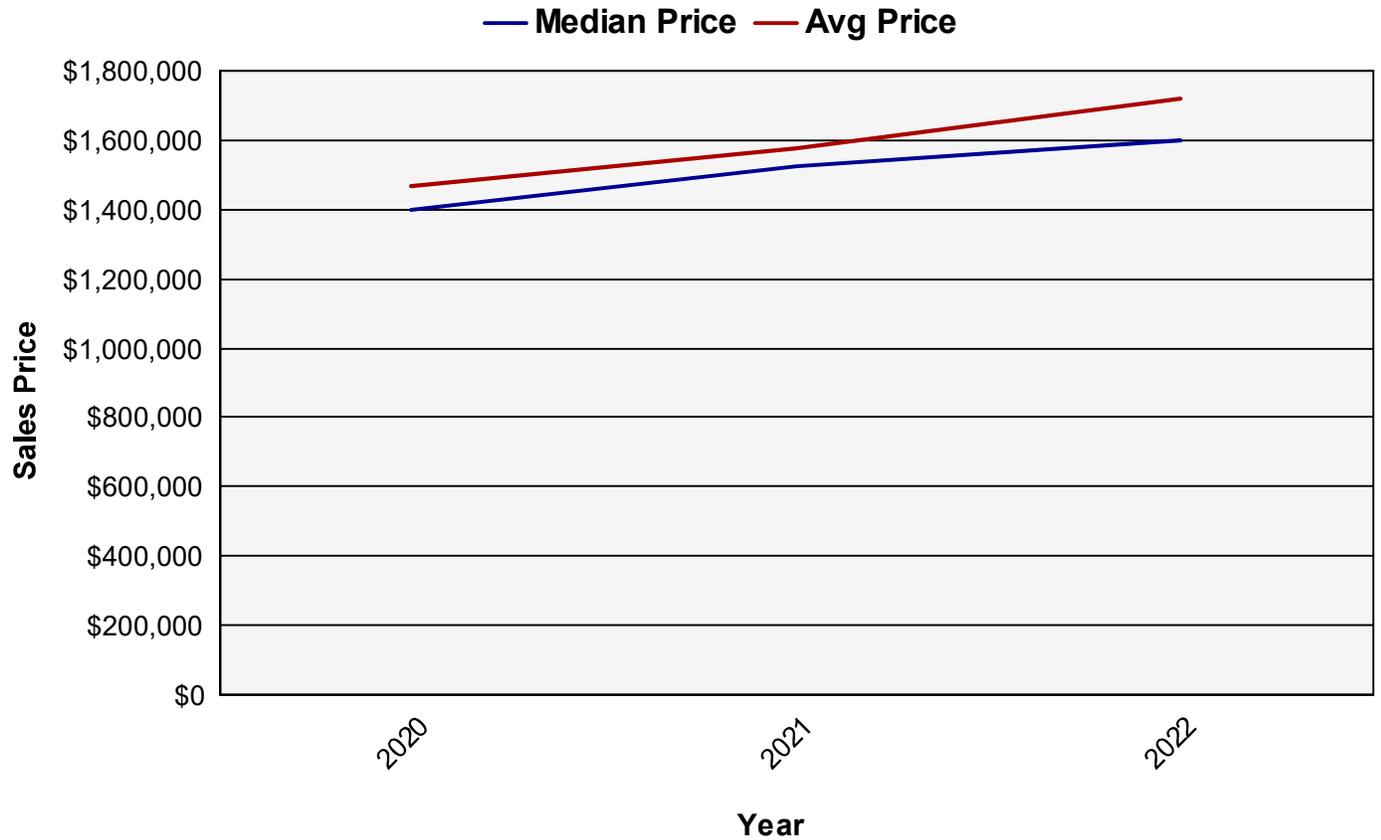
Prepared On 8/19/2022 By MV

THE CITY OF HALF MOON BAY

SALES VALUE HISTORY

Single Family Residential Full Value Sales (01/01/2020 - 7/31/2022)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2020	166	\$1,466,910	\$1,400,000	
2021	146	\$1,576,154	\$1,526,000	9.00%
2022	71	\$1,721,930	\$1,600,000	4.85%



*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: San Mateo County Recorder

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Budget & Acronym Glossaries



Budget Glossary

ACTIVITIES

Specific services performed in accomplishing program objectives and goals (see Program).

ACCRUAL

A method of accounting to record revenues when earned and expenses when incurred.

ACTUAL

A column heading in the budget. Figures found in the Actual column indicate actual financial information recorded for that time period.

ADJUSTED BUDGET

The increase or decrease of the amount budgeted for a program or account.

ADOPTED BUDGET

This is the budget that is adopted by the City Council after reviewing and providing feedback and direction on the recommended budget at one or more budget study sessions.

AGENCY FUNDS

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

APPROPRIATION

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources in providing services as planned.

APPROPRIATION LIMIT

Propositions 4 and 111 created a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal years, and is increased each year using the growth of population and inflation. Not all revenue is restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

ASSESSED VALUE

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls. The utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978) properties are assessed at 100% of full value. Proposition 13 also modified the

value of real taxable property for fiscal year 1979 by rolling back values to fiscal year 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

AUDIT

Conducted by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards for Comprehensive Annual Financial Reporting. In conjunction with their performance of an audit, the auditing standards require an independent auditor to report to the City Council of audit findings on adequacy of the City's internal controls as well as recommendation and improvements to the City's financial management practices.

BALANCED BUDGET

A balanced budget is a situation in financial planning or the budgeting process where total revenues are equal to or greater than total expenses.

BEGINNING/ENDING FUND BALANCE

Appropriated resources available in a fund from the prior/current year after payment of the prior/current fiscal year's expenses. This is not necessarily cash on hand.

BONDS

Bonds are a form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Local governments use bonds to obtain long-term financing for large capital projects such as buildings, streets, utility infrastructure, and bridges.

BUDGET

A budget is a financial plan for a specified period of time that matches planned revenue and expenditures to municipal services, goals and, objectives. The City uses a financial plan covering a fiscal year (July 1 through June 30), with actual budget appropriations made annually.

BUDGET AMENDMENT

The City Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects, as well as departments, within the same fund category.

BUDGET CALENDAR

A budget calendar is the schedule of budget preparations, hearings, and adoption of the annual budget.

BUDGET POLICIES

Budget policies are general and specific guidelines, developed by the City Manager in consultation with the City Council, that govern financial plan preparation and administration. Departments make their budget requests on the basis of the guidelines.

CAPITAL IMPROVEMENT PLAN (CIP)

Commonly, a CIP is a five-year plan providing for the maintenance or replacement of existing public facilities and assets and for building or acquiring new ones.

CONTINGENCY

A contingency is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CONTRACTUAL SERVICES

Services rendered to a government by private firms, individuals, or other governmental agencies are contractual services. Examples include public safety services, recreation services, utilities, maintenance agreements, and professional consulting services.

DEBT

A state of being under obligation to pay or repay someone or something.

DEBT INSTRUMENT

Debt instruments are methods of borrowing funds, including, but not limited to, general obligation bonds, judgment obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, and assessment district bonds.

DEBT SERVICE

Debt service is the payment of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

DEBT SERVICE FUNDS

The debt service fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest (see Fund).

DEFICIT

A deficit is the excess of an entity's liabilities over its assets or the excess of expenditures over revenue during a single accounting period.

DEPARTMENT

A department is a major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION

Depreciation is the expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

DEVELOPMENT IMPACT FEES

Fees placed on the development of land or conditions required for the approval of a development project such as the donation of certain land (or money) to specific public uses. The fees are justified as an offset to the future impact that development will have on existing infrastructure.

ENTERPRISE FUNDS

The enterprise fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user fees. The City accounts for Sewer Operations as an Enterprise Fund (see Fund).

EXPENDITURE

An expenditure is the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure, but a commitment. An encumbrance reserves funds to be expended in future periods.

EXPENDITURE SAVINGS

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, past experience indicates that expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the expenditure savings category is used to account for this factor in preparing fund balance projections.

FEES

Charges for services levied by the City to recover costs associated with providing a service or permitting an activity.

FISCAL YEAR (FY)

A fiscal year is a designated twelve-month period for budgeting and record keeping purposes. As a general law city, July 1 to June 30 is specified as the fiscal year.

FIXED ASSETS

Assets of long-term nature such as land, buildings, roads, bridges, and related infrastructure, machinery, furniture, and other equipment are fixed assets. The City has defined such assets as roads, bridges and related infrastructure with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

FULL-TIME EQUIVALENT

The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays.

FUNCTION

A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service are functions.

FUND

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, for specific activities or government functions. The six fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Agency Funds.

FUND BALANCE

Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenue and other financing sources over expenditures and other financing uses. For the enterprise funds, the term used is “net asset,” a comparable (although not exact) financial position concept as fund balance (see Working Capital).

GAAP

GAAP stands for Generally Acceptable Accounting Principles. These are uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB

GASB stands for Governmental Accounting Standards Board. The accounting profession’s regulatory body for governmental accounting and determines what constitutes GAAP for governmental agencies.

GANN LIMIT

An absolute dollar limit on the amount of funds derived from taxes that the City can legally appropriate and expend each fiscal year, as specified by Article 13-B of the State Constitution. Any tax revenues in excess of the Gann Limit must be returned to taxpayers. The base-year used on computing the Gann Limit is FY1978-79, with adjustments to the appropriations limit allowed succeeding fiscal years for changes in population and changes in the cost of living.

GENERAL FUND

The general fund is the primary operating fund of the City. All revenue that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenue restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose (see Fund).

GOAL

A goal is a statement of broad direction, purpose, or intent.

GOVERNMENTAL FUND

Government funding refers to financial assistance received by non-government entities in the form of federal, state, or local government grants, loans, loan guarantees, property, cooperative agreements, food commodities, direct appropriations, or other assistance.

GRANT

Contribution or gift of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

INTERFUND TRANSFER

The movement of monies between funds of the same governmental entity is an interfund transfer.

INVESTMENT REVENUE

Investment revenue is received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

LINE ITEM BUDGET

A line item budget lists detailed expenditure categories (salary, materials and supplies, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purposes.

MATERIALS AND SUPPLIES

Expendable materials and operating supplies are necessary to conduct departmental operations.

MISSION STATEMENT

A mission statement provides policy guidance and direction for the highest priority objectives to be accomplished.

MODIFIED ACCRUAL BASIS OF ACCOUNTING

The modified accrual basis of accounting is used in conjunction with the current financial resources measurement focus. Revenue is recognized when they are available and measurable. Expenditures are recognized when goods and services are received.

OBJECT OF EXPENDITURE

Object of expenditure is a classification referring to the lowest and most detailed level of classification, such as electricity, office supplies, and contract services.

OPERATING BUDGET

The operating budget is the portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

OPERATIONS

Operations are a grouping of related programs within a functional area (see Function and Program).

PERFORMANCE MEASURES (OBJECTIVES)

Performance measures are a statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

PROGRAM

Programs are group activities, operations, or organizational units directed to attaining specific purposes or objectives.

RESERVE

A reserve is an account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by the City Council and is, therefore, not available for general appropriation.

RESERVE DRAW DOWN

Reserve draw down refers to the amount of fund balance required as a funding source to balance fund budgets where appropriations exceed current revenue. If current revenue exceed appropriations, the fund balance will increase and be referred to a reserve improvement.

RESOLUTION

A resolution is a special or temporary order of a legislative body. It is an order of a legislative body requiring less legal formality than an ordinance or statute.

RESOURCES (SOURCES)

Resources are total amounts available for appropriation, including estimated revenue, borrowing proceeds, fund transfers, and beginning balances.

SPECIAL REVENUE FUNDS

A special revenue fund type is used to account for the proceeds from specific revenues sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes (see Fund).

STRUCTURAL BALANCE

The structural or underlying fiscal balance is the relationship between government ongoing revenues and ongoing expenditures.

SUBVENTIONS

Subventions are revenue collected by the State (or other level of government) which is allocated to the City on a formula basis. The major subventions received by the City from the State include motor vehicle in-lieu and gasoline taxes.

WORKING CAPITAL

Working capital is the excess of current assets over current liabilities.



Budget Acronyms

ACRONYM

DEFINITION

AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BID	Business Improvement District
C/CAG	City/County Association of Governments
CAFR	Comprehensive Annual Financial Report
CALPERS	California Public Employees Retirement System
CCWD	Coastside County Water District
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
COPS	Community-Oriented Policing Services
CPI-U	Consumer Price Index - All Urban Consumers
CSAC	California State Association of Counties
CSO	Community Service Officer
DOC	Department Operations Center
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contribution Act
FPPC	Fair Political Practices Commission
FSLIC	Federal Savings and Loan Insurance Corporation
FTO	Field Training Officer
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HOPTA	Homeowner Property Tax Relief
I&I	Infiltration and Inflow
IT	Information Technology
JOB	Judgment Obligation Bonds
JPA	Joint Powers Authority
LAIF	Local Agency Investment Fund
LCP	Local Coastal Plan
LTD	Long-Term Disability

ACRONYM**DEFINITION**

MTC	Metropolitan Transportation Commission
NACSLB	National Advisory Council on State and Local Budgeting
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
PMS	Pavement Management System
POST	Peace Officer Standards and Training
RDA	Redevelopment Agency
SAM	Sewer Authority Mid-Coastside
SB	Senate Bill
SLESF	Supplemental Law Enforcement Services Funds
SMC	San Mateo County
SR2S	Safe Routes to School
SRO	School Resource Officer
STIP	Statewide Transportation Improvement Plan
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
VLF	Vehicle License Fee



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